Position Title: Campus Activities & Events Graduate Assistant (Student Leadership & Community Engagement)

Hours: 28 hours per week, 12 months

Division: Student Affairs

Department: Campus Activities and Events

Supervision: Kate Radford, Associate Director (radford@clemson.edu, 864-656-2535)
           Whitney Brown, Assistant Director (wmb@clemson.edu, 864-656-0243)

Compensation: $16,051 annually and tuition waiver

Qualifications:
Applicant must be accepted to or enrolled in a graduate program at Clemson University. Desired candidates will be enrolled in the Master’s of Education in Student Affairs Program.

General Responsibilities:
This position will serve primarily as a member of the department’s Student Leadership & Community Engagement (SLCE) team. SLCE is responsible for providing opportunities and experiences that will empower and enable Clemson students to engage in leadership processes to create positive change in their communities. This area focuses on the leadership learning of all students and offers opportunities to further develop and utilize these skills through community engagement. The assistantship involves significant interaction with a variety of students, campus, and community partners as well as program planning, implementation, and assessment. This position may also assist with the management and planning of a variety of departmental programs and events. The position is meant for an individual who takes initiative, works autonomously, has the ability to multi-task, and has a desire for frequent and positive professional interactions with students.

- Assist with planning, implementation, and assessment of a variety of programs and services that help students understand and address community needs, develop leadership capacity and efficacy, and promote students to practice ethical and values-based leadership.
- Serve as a resource for students, faculty, and staff regarding high impact practices related to student leadership development such as training opportunities, research and current trends, and facilitating experiential learning opportunities.
- Advise, support, and train students.
- Assist with the development of new programs for student leadership and community engagement.
- Develop and maintain relationships with a variety of community partners.
- Market and advertise programs through social media and on-campus marketing outlets.
- Assist in creating materials for and monitoring the Student Leadership & Community Engagement website including information for new students, program outlines, pictures, and web-based applications for programs and program evaluations.
- Collaborate with all Campus Activities and Events departmental staff to create an integrated and team-oriented approach to the delivery of departmental programs and services.
- Assist with the implementation of departmental programs, services, events, and functions if needed.
- Serve on assigned departmental committees.
- Perform other duties as assigned.