Graduate Assistantship
College of Engineering and Science
Office of Undergraduate Recruitment, Transfer Services, and STEAM Outreach
2016

The Office of Undergraduate Recruitment, Transfer Services, and STEAM Outreach for the College of Engineering and Science is looking for a Graduate Assistant for 2016.

Proposed:
- Begin Summer or Fall 2016
- 20 hours per week

Responsibilities:
- Maintain CES Prospective Student website
- Process tour/enrollment data and submit reports as needed
- Answer phones
- Prepare folders and mailings
- Assist with Friday tour activities
- Assist with various recruitment and outreach programs
- Aid in developing new student recruitment initiatives
- Represent office in absence of office staff
- Other assigned responsibilities as required

Technical Skills:
- Word
- Excel
- PowerPoint
- Google Docs

Additional Notes:
- This position requires the ability to market Clemson University and the College of Engineering and Science to prospective students and families; therefore, excellent oral and written communication skills are a must. Candidates must also be comfortable working with K-12 students, transfer students, teachers, and parents. In addition, prior knowledge of Clemson University is a plus.

Please send resume via e-mail to:

Christopher H. Porter, Ph.D.
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College of Engineering and Science
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