Graduate Assistant for Recruitment & Selection

UNIVERSITY HOUSING & DINING MISSION and VISION
University Housing & Dining strives to create supportive and challenging environments that enrich and nourish lives. Further, we seek to be the premier campus community in the country. We believe an intentional residential experience is transformative. Core values of University Housing & Dining encompass: Collaboration, Empowerment, Innovation, Leadership, Learning, Service with a Passion, Social Justice, Sustainability and Teamwork.

As members of the Division of Student Affairs at Clemson, we believe each one of us has the potential to positively impact the world.

POSITION SUMMARY
The Residential Learning Graduate Assistant for Recruitment & Selection is a 25 hour per week, full-time graduate student position whose primary responsibilities include assisting in the development and implementation of a comprehensive recruitment and selection strategy to employ 220 undergraduate and graduate staff. The Graduate Assistant for Recruitment & Selection is integral to work including: conceptualizing marketing materials and strategies utilized for recruitment; developing interview, evaluation, and process related materials and templates; integrating eRezLife Selection Software; and researching and benchmarking recruitment and selection best practices. The Graduate Assistant for Recruitment & Selection reports to the Associate Director for Residential Learning.

RECRUITMENT
• Assist in the development and implementation of a comprehensive recruitment plan for undergraduate and graduate positions.
• Collaborate with marketing and design staff to create and implement comprehensive recruitment strategies to include webpage materials, social media, multi-media, print publications, and peer to peer outreach.
• Advise the Resident Assistant Recruitment Team during the fall RASP process.
• Actively assess current recruitment plans and make changes/recommendations for improvement.
• Research and benchmark recruitment best practices.
• Act as a responsible steward of annual budget allocations for marketing and recruitment efforts.

SELECTION
• Assist in the development and implementation of processes to include: Resident Assistant Selection, Community Development Assistant Selection, ACUHO-I Intern Selection and Graduate Assistant Recruitment and Selection.
  o Assist in the development and implementation of a comprehensive selection process timeline for undergraduate and graduate positions.
  o Integrate eRezLife Software to implement RA Selection process and train staff to utilize software tool effectively.
  o Develop interview, evaluation and process related materials and templates, and seek opportunities for continued improvement.
  o Train constituents on how to effectively conduct interviews, review candidate files and prepare for placement.
  o Support the efforts of candidate communications, schedules for campus visit, Clemson staff involvement, candidate evaluation, and candidate follow-up.
• Actively assess current selection processes and make changes/recommendations for improvement.
• Develop collaborative relationships with current campus partners and seek the development of new partnership opportunities.
• Research and benchmark selection best practices.
• Act as a responsible steward of annual budget allocations for selection processes.
- Integrate strategies in recruitment and selection processes that encourage successful onboarding practices for undergraduate and graduate staff.
- Support Residential Learning, RSTD, Living Learning Communities and Academic Initiatives as part of a seamless team during integral process periods.
- Other duties as assigned.

**Staff Supervision**

Resident Assistant Recruitment Ambassadors (RARA)
- Recruit and select candidates for the RARA team.
- Develop and implement staff training and intentional development sessions.
- Conduct one-on-one meetings with student staff members as needed.

**ELIGIBILITY**

- Applicants must be accepted in one of the University’s academic programs to be eligible to receive a graduate assistant position. Preference will be given to students who have applied to and been accepted into the Master of Education – Student Affairs Program by the Graduate School application deadline – priority deadline of February 1st.
- The Graduate Assistant for Recruitment & Selection is expected to show reasonable progress toward obtaining a degree. Dropping to less than 9 hours in fall/spring semester must be approved by the Director of Residential Learning.
- The position is a 12 month position.

**TERMS OF EMPLOYMENT**

- The Graduate Assistant for Recruitment & Selection is hired for a term of employment of one academic year. A Graduate Assistant may be reappointed from year to year based on his/her past work performance and qualifications as compared to those of new applicants.
- The Graduate Assistant for Recruitment & Selection will be paid beginning with June start date and ending on the day after graduation in May.
- No graduate student is eligible to hold more than one full time graduate assistantship during any given semester.
- Prior to April 15, any student who has accepted a graduate assistantship with another University department for the next year but still wishes to apply for a Graduate Assistant for Residential Learning position may do so. After April 15, applications received from students who have already accepted assistantships in other departments will not be considered.
- Graduate Assistant for Recruitment & Selection who are on full assistantships may not be employed by or provide a service to another department or organization outside the University. Graduate Assistant for Residential Learning is allowed to complete practicum or internship requirements for other departments on or off campus with permission of the Associate Director.

**REMUNERATION**

- Stipend of $10,860, paid in bi-monthly installments.
- Meal Plan: Graduate Assistants will be provided with a meal plan to be utilized as a tool in fulfilling their GA responsibilities.
- Housing: This position has the option to live-on, but is not required to do so. Graduate Assistants are provided a rent-free, furnished apartment or suite. Only a Graduate assistant and their partner and/or children may live with a staff member in accordance with the departments’ live-on agreement. Housing is only provided during a Graduate Assistant’s term of employment. Utilities, phone service, satellite television and internet service are...
provided at no charge. Graduate Assistants are responsible for payment of personal long distance telephone charges.

- **Tuition Reduction:** Graduate Assistants who are full-time (9 credit hours) students enrolled in an approved course of graduate study are eligible for a graduate assistant tuition reduction. Anyone dropping below 9 hours will lose his/her right to a fee reduction. Graduate Assistants whose fee reduction is withdrawn will be required to reimburse the University. The Office of Graduate Studies, E209 Martin Hall, makes judgments pertaining to these eligibility requirements. Graduate Assistants who are full-time (9 credit hours) students enrolled in an approved course of graduate study are also eligible to use a deferred tuition payment plan. Please refer to the Graduate Student Record for further details.

- **Professional Development:** Graduate Assistants are provided funds, when available, for professional development activities as well as on-going professional development activities on and off campus. Encouraged to take advantage of Human Resource courses and webinars offered through department/division.