Graduate Assistant - New Student & Family Programs - Events

$13600 – 12 month contract (May-May) and Tuition Waiver – 28 hr/wk

Approximate Start Date: Mon. May 16, 2016 (Temporary hire till Summer Session II begins June 22, 2015)

Direct Report Supervision: Rebecca Atkinson, Associate Director, New Student & Family Programs, rhowar2@clemson.edu

Desired Skills and Interests: Applicants should possess an interest in orientation, first-year student issues, and family issues. Additionally, applicants should have experience with event planning and event coordination and technology (software and hardware/devices) and social media. The ability to lift boxes (approximately 50 lbs.) and to assist with staffing summer orientation, extended orientation (Clemson Connect), January orientation, Family Weekend and Spring Family Reunion is required.

Qualifications: Applicants must be applying to, accepted, or enrolled in a graduate program at Clemson University. Preference will be given to candidates who are (or intend to be) enrolled in the Master of Education in Student Affairs program. A two-year commitment for this Graduate Assistantship is preferred.

Position Responsibilities and Duties:
- New Student Orientation
  - Assist in the planning and implementation of summer, August and January New Student Orientation programs, including, but not limited to:
    - Editing publications, scheduling speakers, reserving spaces, and coordinating events and presentations.
    - Assisting with Orientation reservations, check-in and moving equipment and signage.
    - Providing on-site logistical assistance with travel coordination to students and guests attending orientation sessions
  - Design, implement and maintain a digital event logistics and management through the New Student Orientation via Clemson Events App (Guidebook)
  - Coordination and staffing of the Orientation social during freshmen orientation sessions
  - Serve as the Orientation housing liaison by staying in the Orientation housing residence hall during all scheduled orientation programs.
    - Serve as ‘on-call’ staff member in Orientation Housing.
  - Serve as main lead on Transfer Trek - orientation and transition program specifically for transfer students including, but not limited to: reservations, check-in, catering, overnight accommodations, and events
  - Develop and implement assessments and evaluation of summer, August and January Orientation and extended orientation programs.
  - Coordinate with student leaders to plan logistics of the Orientation Ambassador Banquet

- Extended Orientation
  - Assist in the planning and implementation of Clemson Connect events and activities including but not limited to room reservations, logistics facilitation for New Student Convocation/Summer Reading and Out of State Connections
  - Serve as main lead for Maps and Munchies- a directions program for new students on the first day of classes; including but not limited to reservations, volunteer coordination, catering, and supply management
  - Coordinate with NSFP staff for Welcome Leader recruitment, including, marketing and recruitment event space reservations
  - Coordinate with NSFP staff for Welcome Leader training management including- space, setup, and supply logistics

- Family Weekend
• Assist in the coordination, planning and implementation of Family events, including, but not limited to:
  o Editing publications, scheduling speakers, reserving spaces, coordinating presentations and college receptions
  o Assist in the collection and reconciliation of Family Weekend registration fees and expenses
• Assist in the development, implementation, and event management of Spring Family Reunion

- **Parents Council Advisory Board (PCAB)**
  • Coordinate with NSFP staff for the planning and implementation of PCAB meetings including but not limited to room reservations, catering contracts, materials and supply management

- **Underrepresented Student Retention**
  • Veteran student services
    o Coordinate with NSFP staff to assist in the planning and implementation of veteran specific events including but not limited to veteran orientation, student veteran graduation receptions, veteran’s day celebrations, and other specific veteran workshops
  • Early-arrival/pre-arrival transition programming
    o Coordinate with the NSFP staff to assist in the planning and implementation of a new pre-arrival transition program for underrepresented students including but not limited to space and setup, catering contracts, event logistics,

- **General Office Duties**
  • Coordinate and select the Rising Star Award recipient, an annual award given to a first or second year student rising into leadership roles at Clemson University.
• Other duties as needed, or as interest leads