Bridge to Clemson Student Life Graduate Assistant (Year 1 Experience)

This unique graduate assistantship opportunity provides a two-year experience primarily focused on housing and residential life within two separate programs and settings. The selected individual will work with the Bridge to Clemson program for the first year (July 2017 – June 2018), and then transition to Clemson University Housing & Dining for the second year (July 2018 – May 2019) to work as a Graduate Community Director. This position offers a highly valuable opportunity to gain a breadth of experience in several areas of student affairs, including various university housing environments, academic support services and new student orientation. In the second year, this position will help in opening up a newly constructed residence hall on Clemson’s campus for the Bridge to Clemson program while also transitioning a new staff to this new building. Interested candidates should review the separate position descriptions to learn more about the first and second year experiences for this assistantship.

Conditions of Assistantship

Overview of Bridge Program
The Bridge to Clemson program (Bridge) is a unique and collaborative academic transfer program between Clemson University (Clemson) and Tri-County Technical College (TCTC) for first-year students. Beginning with a strong first-year academic experience at TCTC (four miles from the Clemson campus), the Bridge program includes targeted academic advising, student support services and a student life component. All services are designed to help Bridge students succeed and engage both inside and outside the classroom. Bridge participants enroll in TCTC classes during their freshman year before transferring to Clemson for their sophomore year. Bridge to Clemson residents are housed in Bridge-designated housing at Highpointe of Clemson, located approximately two miles from Clemson and TCTC. Approximately 800 students are expected to enroll for the 2017-2018 academic year.

Position Description
The graduate assistant (GA) position is a 12-month, 25 hours per week, live-in position. The GA works collaboratively with Clemson and TCTC Bridge program staff to foster a healthy living and learning environment for all Bridge students and deliver to students the tools and services they need to succeed academically and interpersonally during their Bridge year. The GA position has specific residential life responsibilities as listed below. Additionally, the position has academic support and/or student involvement/engagement responsibilities. The GA jointly reports to the Bridge Coordinator of Student Life at TCTC (residential life responsibilities) and the Director, Bridge to Clemson and Transfer Programs at Clemson (academic support and/or student engagement responsibilities).

Residential life responsibilities of the GA position include:
- assisting with residential life and academic support functions, services and programs;
- maintaining regular weekly office hours at the Bridge Student Success Center
- serving as a live-in staff member at Highpointe and being available to staff and residents on a daily basis;
- supervision of undergraduate resident assistant (RA) staff;
- overseeing the daily job performance of student staff and conducting periodic evaluations and follow ups as necessary;
- conducting regular one-on-one meetings with student staff members;
- implementation of student staff training, staff development activities and weekly staff meetings;
- assisting resident assistants with developing and implementing programs for Bridge students in the Highpointe, Tri-County, and, Clemson communities;
• assisting with on-site staff training, move-in weekend, the weekend following move-in weekend, and move-out period;
• assisting with student conduct and/or other administrative functions; and
• serving in an on-call duty rotation with other live-in GAs for crisis response (The GA is on call an average of 1-2 weeks each month. Duty entails being cell phone-equipped and staying within a 15-minute radius of Highpointe. The on-call schedule is set at the beginning of each semester to aid with personal planning.)

**Academic support and/or student engagement responsibilities include one or more of the following:**

• assisting with development and delivery of academic support programs that can assist students in meeting Bridge academic requirements;
• assisting with development and delivery of student engagement and involvement programs that foster involvement on the Clemson and TCTC campuses;
• assisting with Bridge and Clemson summer orientation programs;
• assisting with development and delivery of Bridge communications and social media; and
• other duties as negotiated (to be determined by the needs of the Bridge program and the GA’s professional interests).

**Position Requirements and Qualifications**

Applicants must be applying to, accepted, or enrolled in the Masters of Education in Counselor Education (Student Affairs) degree program at Clemson University. The Graduate Assistant is a live-in position; therefore, the candidate must live onsite in a Bridge-designated apartment at the Highpointe of Clemson apartment community. Other requirements of this position include

• working 25 hours per week during the fall, spring and summer semesters and being available to begin work in mid July 2017;
• working evening and weekend hours as required;
• returning to Highpointe prior to the conclusion of each TCTC holiday period and being available for the spring closing period in May (because Bridge students are enrolled in classes at TCTC, an accommodation to the TCTC holiday schedule by GA and RA staff is sometimes necessitated.); and
• enrolling in a minimum of nine (9) credit hours for the fall and spring semesters and a minimum of six (6) credit hours for the summer term (summer 2018)

The successful applicant for this position has interest in or experience working with housing and residence life, new student programs, orientation, academic support programs, academic advising at a two- or four-year institution. Other desired knowledge, skills and abilities include being able to

• effectively lead and manage undergraduate student employees;
• work collaboratively with other team members;
• plan, organize, schedule and deliver student services and programs;
• communicate effectively with students, faculty and staff;
• collect and manage large amounts of data in an accurate and functional manner; and
• utilize Microsoft Word, Excel and Power Point to complete job-related duties

**Position Compensation and Benefits**

The compensation/benefits package for this position includes:

• $9,050 stipend for 12 months (July 2017-June 2018)
• rent-free, (including utilities, cable, and internet) unfurnished apartment at Highpointe of Clemson
• fully paid tuition (does not include fees, books, etc.)
• professional development funds to assist with membership costs, conference attendance, etc.
- flexible work schedule
- opportunity to gain experience in residential life, student academic success programs, orientation, data collection, and assessment

Contacts
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