Position Description

Position Title: Campus Activities and Events Graduate Assistant (Student Organizations)
Hours: 28 hours per week, 12 months
Division: Student Affairs
Department: Campus Activities and Events
Supervision: Eric Sneeden, Associate Director for Student Organizations
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 Clubs and Organizations team. This position will assist with providing programs and services geared towards undergraduate and graduate student organizations, their officers, members, and advisors. The graduate assistant position works closely with the professional and graduate staff members to plan, implement, and assess a variety of programs and services to accomplish these goals. 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.

- Assists professional staff with the advisement of Undergraduate and Graduate Student Government Organizations Directors and Committees.
- Assist with the planning, implementation and assessment of a variety of programs and services for engaging and training students and advisors involved in organizations. These programs and services include online community management, orientations for new organization officers and advisors, and the development of continuous training for organizational student officers and advisors.
- Assist with the planning, implementation, and assessment of the annual student organizations conference.
- Assist with the development and coordination of the Tiger Quest program including training student consultants, marketing and branding, planning involvement events and programs, and overall program assessment.
- Collaborate with all Campus Activities and Events departmental staff to create an integrated and team-oriented approach to the delivery of programs and services.
- Assist with the implementation of departmental programs, services, events, and functions if needed.
- Serve on assigned departmental committees.
- Assists with the compliance of student organizations to university financial guidelines. Performs weekly compliance checks to ensure student organizations are adhering to university financial policies and procedures.
- Perform other duties as assigned.