Position Description

**Position Title:** Campus Activities and Events Graduate Assistant (Tiger Media)
**Hours:** 28 hours per week, 12 months
**Division:** Student Affairs
**Department:** Campus Activities and Events
**Supervision:** Jackie Alexander, Assistant Director ([jalexa5@clemson.edu](mailto:jalexa5@clemson.edu), 864-656-7651)
**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 Tiger Media team. This position will assist with the advisement of Tiger Media organizations, which includes The Tiger (student newspaper), WSBF (student radio), TAPS Yearbook, Tigervision, The Chronicle, and The Tiger Town Observer. The graduate assistant position works closely with the professional staff members to plan, implement, and assess a variety of programs and services to support Tiger Media. 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.

- Develop, implement, and assess educational training sessions on best practices in college student media.
- Develop and implement recruiting and retention efforts for new Tiger Media students and manages their introduction to media organizations.
- Contribute to research within the college media field and development of new practices.
- Assist with the development of new programs for student news media to build stronger university and community awareness among its audiences, including engagement and collaboration within the university and local communities.
- Create, implement, and assess programming opportunities for students and the Clemson community.
- Attend assigned Tiger Media Organization staff meetings on a rotation schedule.
- Attend Tiger Media Advisory Board and Tiger Media Leadership Circle meetings.
- Communicate effectively with supervisor any issues or concerns with Tiger Media organizations and publications.
- Assist with the supervision of an undergraduate intern(s)
- 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.
- Perform other duties as assigned.