**Overview:**
The OSE graduate assistant will work as an essential staff member in conjunction with full-time OSE staff. The employee will gain experience in program planning, management and developing; budget management; assessment; database management; marketing; program facilitation; and recruiting.

**Specific Duties:**
Assist with daily management, coordination, promotion and expansion of OSE programming.

**Tiger Ties Mentorship Program (50%)**
- Manage Tiger Ties Student Leaders, including programming for leaders
- Organize mentor/mentee events
- Plan and implement mentor/mentee orientations
- Recruit students for participation in Tiger Ties; Assist Director in recruitment of mentors; collaborate with Development and Alumni staff
- Manage Tiger Ties software
- Regularly communicate with Tiger Ties participants

**International Programs (20%)**
- Assist with College of Business Study Abroad drop-in advising; serve as 1st point of contact for initial questions regarding study abroad
- Assist Coordinator with management of study abroad programs including orientations, information sessions, and regular communication with students abroad.

**Career Coaching (20%)**
- Assist with initial career coaching questions including resume questions, navigation of ClemsonJobLink, basic internship information, etc.
- Assist with development and delivery of professional and career programming.

**Additional (10%)**
- Track attendance at assigned events
- Act as student liaison to the OSE
- Lead and/or assist with special projects
- Administrative tasks as assigned

**Qualifications:**
- Demonstrated leadership experience/involvement as an undergraduate and/or graduate student.
- Reliable, responsible, and able to adapt to new initiatives and priorities.
- Strong public speaking skills.
- Professionalism
- Knowledge of event planning for small/large scale activities.
- Ability to communicate effective with students, faculty, administrators, employers, and community partners. Strong interpersonal, written and oral communication skills.
- Ability to work both independently as well as with a team.
- Ability to multi-task.
- Computer skills: Microsoft Word, Excel, and PowerPoint, Outlook
- Ability to occasionally work evenings and weekends.