Position Description

Position Title: Graduate Assistant for Graduate Student Engagement

Hours: 28 hours per week, 12 months

Department: Graduate Student and Global Engagement, Dean of Students

Supervisor: Benardo J. Dargan, Assistant Dean, bdargan@clemson.edu, 864-656-9346

Compensation: $16,051 annually and tuition waiver

Qualifications:
Applicants must be accepted and enrolled in a graduate program at Clemson University. Optimal consideration will be given to candidates enrolled in the Master’s of Education in Student Affairs Program.

General Responsibilities:

- Collaborate with various staff, faculty, departments, offices, student organizations, and community partners to plan and implement ongoing social, developmental and co-curricular programs for graduate students. This includes but not limited to assisting with Graduate Student Orientation, The Graduate School support and developmental programs, graduate student organizations program support, and support for graduate students in Greenville, Charleston, online and their families.
- Evaluate current support programs and graduate student event offerings within the Division of Student Affairs and other key University offices (including but not limited to The Graduate School, Office of Inclusion and Equity, and Graduate Student Government).
- Assist the Assistant Dean for Graduate Student and Global Engagement in broadly assessing and developing opportunities to enhance the graduate student experience on the main campus, campuses throughout the state of South Carolina and online.
- Assist with the oversight of the Graduate Student Center.
- Review and become familiar with key documents (i.e. ClemsonForward, Student Affairs Graduate Student and Global Engagement strategic plan, and student surveys) in order to assist with the overall implementation of strategic planning for graduate student programming and engagement.
- Assist in facilitating ongoing focus group sessions for graduate students in order to remain current with student matters.
- Research and benchmark best practices for graduate student engagement at peer and aspirational institutions.
- Revise and enhance information provided in the Graduate Student Guidebook and office website.

NOTE: In addition to the above qualifications, candidates must possess attributes such as teamwork; self-starter; adaptable to change; have and maintain a positive attitude; strong interpersonal and communication skills (written and oral); be open minded and culturally curious; and Microsoft office proficient. Enhanced marketing, communication, and technological skills are a plus.