Position Description

**Position Title:** Graduate Assistant for International Student Programs & Global 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 international students. This includes but not limited to assisting with International Student Orientation, Global Symposium, International Festival, International student organizations program support, student organizations that participate in service abroad, and programming and support for international students in Greenville, Charleston, online and families.
- Evaluate current support programs and international student event offerings within the Division of Student Affairs and other key University offices (including but not limited to the Office of Global Engagement (International Student Services and Study Abroad), The Graduate School, Office of Inclusion and Equity, Graduate Student Government).
- Assist the Assistant Dean for Graduate Student and Global Engagement in broadly assessing and developing opportunities to enhance the international student experience on and off-campus; and online.
- 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 international student programming and engagement.
- Assist in facilitating ongoing focus group sessions for international students in order to remain current with student matters.
- Research and benchmark best practices for international student and global engagement at peer and aspirational institutions.
- Revise and enhance information provided for international students 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.