Graduate Assistant- New Student & Family Programs- Student Enrichment and Retention

$13,600 – 12 month contract and Tuition Waiver – 28 hr/wk

Approximate Start Date: Mon. June 19, 2017 (Temporary hire till Fall semester classes begin)

Direct Report Supervision: DeOnté Brown, Associate Director, New Student & Family Programs, deonteb@clemson.edu

Desired Skills and Interests: Applicants should possess an interest in student transition, retention and graduation, student learning and diverse student populations. Additionally, applicants should have some familiarity with program planning, student organizations, engaging in meaningful conversations, technology (software and hardware/devices) and social media. The ability to lift boxes (approximately 50 lbs.) and to assist with staffing summer orientation, extended orientation (Kick-Off Clemson), January orientation, Family Weekend and Spring Family Reunion may be required.

Qualifications: Applicants must be applying to, accepted, or enrolled in a graduate program at Clemson University. Preference will be given to candidates who are (or intend to be) enrolled in the Master of Education in Student Affairs program. A two-year commitment for this Graduate Assistantship is preferred.

Position Responsibilities and Duties:

Student Development and Success

- Develop a thorough knowledge and understanding of the student development and advising practices that support retention and success
- Provide support in the implementation of Renaissance MAN and CONNECTIONS including but not limited to:
  - Conduct monthly one-on-one meetings with students to discuss topics such as academics, finances, health and wellness, career/major satisfaction, campus involvement, transitions, family.
  - Assist with the learning enrichment components of CONNECTIONS (common course) and Renaissance MAN (learning community discussions)
  - Serve as point of contact for Resident Assistants for programming in living-learning communities
  - Assist in recruitment and selection of participants
- Collaborate with campus partners such as Gantt Multicultural Center, Office of Inclusion and Equity, FIRST, and University Housing and Dining to support the needs of students.

Student Enrichment Initiatives

- Assist with the implementation of Brother-2-Brother and Sister-2-Sister, including, but not limited to:
  - Supporting student leaders in event planning
  - Assist the Staff Advisory Board with assessment of initiative activities
  - Assist with the progress management of Personal Development Plans for members
- Assist with event planning for the Clemson Undergraduate Fellows Program (Campus Based model of NUFP)
- Serve as lead coordinator for Explore your FOCUS
- Co-advice W.E.B. DuBois Honor Society

New Student and Family Programs Operations

- Assist with greater New Student and Family Programs office duties as assigned (e.g. phone calls, meeting with students, representing the department in a positive fashion, etc.).
- Take an active role in contributing to office discussions, planning, programing, and the greater mission, vision, and goals of New Student and Family Programs and; Encouraged to bring creative ideas and insights to the work of new student orientation, transition, and retention.
- Assist in the implementation of summer, August, and January Orientation programs, the Kick-Off Clemson Programs, and Family Weekend
- Other duties as needed, or as interest leads