Graduate Assistant - Student Leader

$13600 – 12 month contract (May-May) and Tuition Waiver – 28 hr/wk

Anticipated Start Date: May 18, 2017

Supervisor/Contact: Erin Mayor, Associate Director, New Student & Family Programs, emayor@clemson.edu, 864-656-0515

Desired Skills and Interests: Applicants should possess an interest in orientation, first-year student issues (transition, retention, etc.), leadership development, and family and parent programs. Additionally, applicants should have experience with event planning and coordination. The ability to lift boxes (approximately 50 lbs.) and to assist with staffing summer orientation, extended orientation (Kick-Off Clemson), January orientation programs and Family Weekend is 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; availability during New Student Summer Orientation is required.

Position Responsibilities and Duties:
- **Extended Orientation (Kick-Off Clemson)**
  - Develop a thorough knowledge and understanding of Orientation, Extended Orientation and retention programs and philosophy as well as the basic understanding of the division of Student Affairs.
  - Assist in the planning and implementation of January and August Extended Orientation (Kick-Off Clemson), including, but not limited to:
    - Editing publications, scheduling speakers, reserving spaces, and coordinating events and presentations.
  - Assist in the coordination, advising and supervision of Welcome Coordinators and Welcome Leaders program, including, but not limited to:
    - Spring recruitment and selection process of Welcome Coordinators and Welcome Leaders
    - Develop, implement and assess a training program including program sessions, assessment, logistics and materials
    - Serve as lead-logistics for Welcome Leader small group determination
    - Welcome Leader program budget, assessment and marketing plans
    - Overall student leadership development and organizational committee advisement
    - Research and assess best practices and innovative utilization of Welcome Coordinators and Welcome leaders to aid in retention efforts
    - Assist in program development and implementation
  - Assist in the recruitment, training, supervision and evaluation of the Welcome Leader program during August and January Kick-Off Clemson programs.

- **Orientation Team Leader & Ambassador Program:**
  - Assist in the coordination, advising and supervision of the Team Leader and Ambassador program, including, but not limited to:
    - Fall recruitment and selection process of Team Leaders and Ambassadors
- Spring Ambassador class development and instruction (3 credit academic course)
- Southern Regional Orientation Workshop (SROW) conference delegation logistics
- Summer staff-training program, including program sessions, guest-speaker coordination, assessment, logistics and materials
- Coordinate summer staff technology use
- Assist in the development, design, editing, teaching, and facilitation of digital learning tools
- Ambassador program budget, assessment and marketing plans
- Overall student leadership development and organizational committee advisement

**General Office Duties**
- Assist in greater office programming efforts
- Assist in the recruitment, training, supervision and evaluation of the Orientation Ambassadors during January and Summer Orientation
- Assist in coordination of NSFP social media platforms
- Other duties as needed, or as interest leads

**Time breakdown:**
- 35% - Kick-Off Clemson/ Welcome Leaders
- 35% - Clemson Orientation Ambassador Program
- 15% - Technology Development and Management
- 10% - Office programs
- 5% - Other Duties as assigned