The Mission of the National Scholars Program

In collaboration with other University offices and programs, the mission of Clemson’s National Scholars Program is as follows:

- Recruit and select the top high school students from throughout the United States.
- Provide a competitive scholarship that covers all tuition, fees and other required expenses.
- Coordinate a rewarding summer of study and travel abroad.
- Create and program intellectually challenging and rewarding enrichment opportunities.
- Provide individual and group advising that addresses and enhances the National Scholars’ interests and skills.
- Prepare the National Scholars to excel in graduate school and on fellowship applications.

Graduate Assistant Tasks & Responsibilities 2017-2018

Start Date: Tentatively July 1st/12month

This position offers the opportunity to be a key team member in a small office serving the National Scholars Program, with some additional responsibilities in the Honors College. The work involved will allow the GA to gain experience and develop skills in programming, advising, recruitment, development, alumni relations, assessment, and general program management. The GA in this position should be able to work autonomously as well as steer student group interactions with creativity and enthusiasm. In addition, the GA in this position should have a strong technical background or be comfortable taking the initiative to execute technical processes with programs such as Excel, Survey Monkey, Google Docs and Google Forms, etc. An interest in working with high-achieving students is preferred.

Programming Responsibilities – 35%
The GA is responsible for designing and executing several programs and assisting the AD and Director with other programs that fall under their purview. The GA’s responsibilities include:

- **New Scholar Retreat**: GA is responsible for planning all aspects of the new scholar retreat and keeping active files of all aspects of the retreat and a checklist of items to be completed (e.g., insurance, reservations). All retreat related logistics/components should be completed by May. *Detailed Action List will be provided.

- **Stress Relief Events (2)**: GA is to use surveys sent to students to create 2 stress relief events each semester. GA should have a general idea of components of the Fall events by the end of September and the Spring events by the middle of February.

- **Senior Events**: GA will plan and coordinate the Senior Sayonara and assist in the planning of the Senior Mentor Dinner. *Detailed Action List will be provided.

- **NSP Orientation Lunch**: GA will plan and coordinate all aspects of the orientation lunch. GA will review previous year’s schedule and adjust accordingly. Email with scholars regarding who will attend orientation with them.

The GA is encouraged to consult with Scholars, the AD, and the Director to determine whether additional events are warranted and to execute such events in a similar manner to that described above. Moreover, if the Director deems other programs necessary responsibilities will follow those above.

The GA will also be asked to attend events for current Honors College students (e.g., Honors Networking Night, Honors Blitz) as deemed necessary and reasonable.

**Technical/Data Collection/Assessment—25%**

Please note having a strong technical background will assist the GA greatly in this role. GA will create assessment materials for a number of different programs as well as handle most technical aspects for the events and activities listed. GA will also assist AD with information needed to complete WEAVE assessment.
Freshman Retreat  
NSP Weekend  
Freshman Study Abroad  
Maymester Trips  
Senior Exit Survey

**NSP/Honors Recruitment—20%**
- Assist Director and AD in months leading up to NSP Selection Weekend and during weekend.
- Assist with any orders that need to be made in preparation for the activities.
- Conduct prospective student visits for the Honors College and attend Honors College recruiting events (e.g., orientation, Spring Blitz) as requested.
- Conduct reviews of application components during the Honors College admissions process.

**NSP Website/Marketing Materials—10%**
- Update website with new scholar and past scholar bio information.
- Maintain website with up to date photos of scholar experiences and other programmatic content.
- Contribute to Scholar Stories and the NSP Annual Report with content reflective of GA’s responsibilities and expertise areas.

**Donor/Alum Relations—5%**
- Responsible for creating thank you cards when necessary.
- Coordinate all packaging, mailing, correspondence, etc.
- Assist with calculations and totals for Natty Cup, our annual giving event.
- Assist with development and maintenance of alumni and parent databases.

**Other Responsibilities—5%**
- Meet with AD on bi-weekly basis to discuss Action Lists & Professional Development Goals.
- Effectively communicate with and support scholars in various responsibilities.
- Maintain an active presence in the National Scholars Program office.
- Other duties may be assigned for Honors related initiatives and programming.

www.clemson.edu/academics/programs/national-scholars/