Office of Undergraduate Studies  
Freshman Academic Programs  
Graduate Assistantship

**Overview:**
Freshman Academic Programs is housed in the Office of Undergraduate Studies (UGS) under Academic Affairs at Clemson University. Undergraduate Studies also houses Transfer Programs, Bridge to Clemson program, Academic Integrity, Academic Success Center and the FIRST program. These units work to aid and support freshmen and transfer students in making a smooth and effective transition to Clemson University as well as support the general student population.

**Position Description:**
The Freshman Academic Programs Graduate Assistant will work primarily with the planning, development, and implementation of the Early Success Program (ESP). ESP serves 40 provisionally accepted first time freshman students in their academic and social transition to Clemson. The GA will serve as an academic advisor, academic coach, and primary support person to these students. Additionally, the GA will assist in teaching CU 1010, University Success Skills in the fall and spring semesters. The GA will also assist the Director of Freshman Academic Programs with the planning, development, and implementation of the Summer Reading program.

**Primary Responsibilities:**

1. **Early Success Program**
   - Assist with the design and implementation of the ESP Summer Preview program.
   - Design and implement Peer Mentor training for summer program.
   - Supervise undergraduate Peer Mentors during summer program.
   - Plan academic skill building, team building, study halls, and social events for summer program participants.
   - Assist with the planning and execution of ESP student and parent welcome activities.
   - Assist with orientation, academic advising, and course registration.
   - Drive university vehicles.
   - Communicate weekly with ESP students and parents regarding each student’s academic success and compliance with ESP requirements.
   - Serve as primary academic advisor and provide academic coaching through regular one on one meetings with ESP students.
   - Assist ESP students in their academic, personal, and social development.
   - Serve as a mentor, resource, and support person for freshman students.
   - Assist in teaching CU 1010 for ESP students.
2. **Freshman Summer Reading Program**
   - The freshman summer reading program is a common reading experience required for all freshmen students which includes author presentation, small group discussion, and a follow up assignment.
   - The Summer Reading experience is a part of both Clemson Connect and CU 1000.
   - The GA will assist with the planning and implementation of the Summer Reading program, in collaboration with the Office of New Student and Family Programs, during Clemson Connect.
   - The GA will assist with training volunteer summer reading facilitators and partners from campus community.
   - The GA will assist with ensuring students meet CU 1000 requirements for Summer Reading module.

**Desired Knowledge, Skills, and Abilities:**
1. Excellent oral and written communication skills.
2. Ability to engage with a wide range of individuals, including students, parents, academic advisors, faculty, and staff.
3. Demonstrate an understanding of the developmental issues facing freshmen students.
4. Ability to develop and implement creative programs that maximize the academic, personal, and social development of freshman students.
5. Develop and maintain a working knowledge of academic policies and procedures.
6. Desire to work one on one with freshman students.
7. Possess excellent organizational skills.
8. Ability to work independently and take initiative.

**Position Requirements:**
1. Available to start work no later than June 1, 2017.
2. Available to work 25 hours per week (some evenings and weekends).
3. Must enroll in a minimum of nine credit hours for the fall and spring semesters and three hours for each summer session to remain eligible for the assistantship.
4. Graduate Student must be pursuing a Master’s Degree in Education/Student Affairs.

**Salary and Benefits:**
1. $15,000 stipend for twelve months: paid bi-weekly.
2. Reduced tuition benefits.
3. Professional development funds.

**Supervisor Contact Information:**
Amber Allen Mulkey, M.Ed
Director, Freshman Academic Programs
Office of Undergraduate Studies
E103 Martin Hall
Email: aallen3@clemson.edu
Phone: 864-656-6902