Bridge to Clemson Program Student Life Graduate Assistant

Overview of Bridge Program
The Bridge to Clemson program (Bridge) is a unique and collaborative academic transfer program between Clemson University (Clemson) and Tri-County Technical College (TCTC) for first-year students. Beginning with a strong first-year academic experience at TCTC (four miles from the Clemson campus), the Bridge program includes targeted academic advising, student support services and a student life component. All services are designed to help Bridge students succeed and engage both inside and outside the classroom. Bridge participants enroll in TCTC classes during their freshman year before transferring to Clemson for their sophomore year. Bridge to Clemson residents are housed in Bridge-designated housing at Highpointe of Clemson, located approximately two miles from Clemson and TCTC. Approximately 730-750 students are expected to enroll in the 2015-2016 academic year.

Position Description
The graduate assistant (GA) position is a 12-month, 25 hours per week, live-in position. The GA works collaboratively with Clemson and TCTC Bridge program staff to foster a healthy living and learning environment for all Bridge students and deliver to students the tools and services they need to succeed academically and interpersonally during their Bridge year. The GA position has specific residence life responsibilities as listed below. Additionally, the position has academic support and/or student involvement/engagement responsibilities. The GA jointly reports to the Bridge Coordinator of Student Life at TCTC (residence life responsibilities) and either the Associate Director of Transfer Academic Programs or the Assistant Director/Director of the Bridge Program at Clemson (academic support and/or student engagement responsibilities).

Residence life responsibilities of the GA position include:
• assisting with residence life and academic support functions, services and programs;
• serving as a live-in staff member at Highpointe and being available to staff and residents on a daily basis;
• supervision of undergraduate resident assistant (RA) staff;
• overseeing the daily job performance of student staff and conducting periodic evaluations and follow ups as necessary;
• conducting regular one-on-one meetings with student staff members;
• implementation of student staff training, staff development activities and weekly staff meetings;
• assisting resident assistants with developing and implementing programs for Bridge students in the Highpointe, Tri-County, and, Clemson communities;
• assisting with on-site staff training, move-in weekend, the weekend following move-in weekend, and move-out period;
• assisting with student conduct and/or other administrative functions; and
• serving in an on-call duty rotation with other live-in GAs for crisis response (The GA is on call an average of 1-2 weeks each month. Duty entails being cell phone-equipped and staying within a 15-minute radius of Highpointe. The on-call schedule is set at the beginning of each semester.)

Academic support and/or student engagement responsibilities include one or more of the following:
• assisting with development and delivery of academic support programs that can assist students in meeting Bridge academic requirements;
• assisting with development and delivery of student engagement and involvement programs that foster involvement on the Clemson and TCTC campuses;
• assisting with Bridge and Clemson summer orientation programs;
• assisting with development and delivery of Bridge communications and social media; and
• other duties as negotiated (to be determined by the needs of the Bridge program and the GA’s professional interests).
Position Requirements and Qualifications
Applicants must be applying to, accepted, or enrolled in a Clemson University graduate degree program. Preference will be given to candidates who are (or intend to be) enrolled in the Masters of Education in Student Affairs degree program. The Graduate Assistant is a live-in position; therefore, the candidate must live onsite in a Bridge-designated apartment at the Highpointe apartment community. Other requirements of this position include
- working 25 hours per week during the fall, spring and summer semesters and being available to begin work in mid July 2015;
- working evening and weekend hours as required;
- returning to Highpointe prior to the conclusion of each TCTC holiday period and being available for the spring closing period in May (because Bridge students are enrolled in classes at TCTC, an accommodation to the TCTC holiday schedule by GA and RA staff is sometimes necessitated.); and
- enrolling in a minimum of nine credit hours for the fall and spring semesters and three credit hours for each summer session.

The successful applicant for this position has interest in or experience working with housing and residence life, new student programs, orientation, academic support programs, academic advising at a two- or four-year institution. Other desired knowledge, skills and abilities include being able to
- effectively lead and manage undergraduate student employees;
- work collaboratively with other team members;
- plan, organize, schedule and deliver student services and programs;
- communicate effectively with students, faculty and staff;
- collect and manage large amounts of data in an accurate and functional manner; and
- utilize Microsoft Word, Excel and Power Point to complete job-related duties

Position Compensation and Benefits
The compensation/benefits package for this position includes
- $6,000 stipend for 12 months;
- rent-free (including utilities, cable, and internet) unfurnished apartment at Highpointe
- reduced tuition cost
- flexible work schedule
- opportunity to gain experience in residence life, student academic success programs, data collection, orientation, and assessment.

Contacts
Tim Jared, Coordinator of Student Life
Tri-County Technical College, tjared@tctc.edu, 864-646-1685

Mary Von Kaenel, Associate Director, Transfer Academic Programs
Clemson University, mkaenel@clemson.edu, 864-656-5276

Gretchen Waugaman, Assistant Director, Bridge to Clemson Program
Clemson University, gretchw@clemson.edu, 864-656-1681