Graduate Assistant – Dean of Students Office

The Dean of Students Office at Clemson University serves as a trusted place for care, advocacy, and referrals to campus and community partners, which inspires student engagement, success, and a sense of belonging. The values for the office are competency, empowerment, respect, and teamwork. We strive to accomplish the mission and demonstrate our values in many ways. The Dean of Students Office provides guidance on navigating the University systems and offers personal support for issues that may impact academic success and student well-being. Additionally, the office serves as a resource and referral agent for financial assistance and academic support. The office also provides assistance with connecting students to campus organizations and activities.

Responsibilities for the Graduate Assistant in the Dean of Students Office include:

- Provide student care and follow up for the CARE Network, including documenting in the electronic case management system
- Assist with off-campus student initiatives and activities
- Assist with graduate student initiatives and activities
- Assist with website content, development of presentations, and maintenance of social media accounts
- Participate in Dean of Students Office outreach opportunities, including assisting with planning and attending events
- Assist with Dean of Students Office administrative duties
- Participate in Student Affairs Student Advisory Board meetings
- Assist with data collection and assessment in order to continue to improve quality of services
- Other duties as assigned

Commitment: Minimum of one; two-year commitment preferred

Work hours: 28 hours per week

Stipend: $12,000.00 per year

Contact Information: Kimberly M. Poole, Ph.D.
864-656-1979