Position Name: Graduate Assistant, Multicultural Programs (Gantt Center for Student Life)

Position Qualifications: The best candidate for this position must be able to conduct research, communicate effectively, present solutions, manage projects, meet deadlines, multitask and create reports/presentations to accommodate various audiences. In addition, the candidate must possess a strong understanding and interest in event planning, high levels of creativity as well as the ability to take initiative and work independently as needed. The candidate must also possess a desire to work with diverse populations.

Stipend/Compensation: $8.70/ hour

Position Description: In collaboration with the Associate Director of Multicultural Programs as well as internal and external constituents of Clemson University, the Graduate Assistant’s tasks include:

a. Coordinate logistics associated with the implementation of the #IAMECLEMSON Project, a cultural awareness series featuring prominent keynote speakers and performers that focuses on creating an inclusive campus community in which individuals are able to celebrate the diversity within themselves as well as the identities of others.
   1. Coordinate marketing efforts to promote attendance by members of the campus and greater community.
   2. Construct travel agendas and manage all communication between agencies and Clemson University (Multicultural Programs).
   3. Coordinate technical and all other venue accommodations for artists.
   4. Identify and manage all volunteers for each program.
   5. Serve as the On-site Manager on the day of the event.
   6. Review contracts and provide feedback.

b. Coordinate logistics associated with the implementation of Alternative Spring Break, a trip designed to interconnect civic engagement and cultural exploration.
   1. Coordinate marketing efforts to identify participants from diverse campus populations.
   2. Identify an overarching trip theme as well as service projects and cultural activities that align with the selected theme.
   3. Coordinate all travel accommodations (i.e. – transportation, lodging, meals).
   4. Manage the ASB budget.
   5. Create reflection activities that assess student learning.

c. Create avenues to assist multicultural student organizations in order to enhance their overall growth and development as campus leaders.
   1. Conduct bi-weekly meetings with organization presidents.
   2. Attend exec board meetings and provide insight/guidance as needed.
   3. Create opportunities for collaborative programming between student organizations and Multicultural Programs.
4. Create opportunities for collaborative efforts between Multicultural Programs and Student Organizations & Clubs.

Supervisor/Department Contact: LaNita Weisenberger, Associate Director of Multicultural Programs; (864) 656-1401; lweisen@clemson.edu