Student Organizations & Clubs Graduate Assistant

The mission of the Harvey and Lucinda Gantt Center for Student Life is to create an engaging, inclusive and supportive learning environment for students. We accomplish this mission through a variety of programs and support services. One of the program areas of the Center is Student Organizations & Clubs (SOC). This area provides programs and support services geared towards undergraduate and graduate student organizations, their officers, members and advisors. The graduate assistant position works closely with the Associate Director of Student Organizations & Clubs to plan, implement, and assess a variety of programs and services to accomplish these goals. The assistantship involves significant interaction with a variety of students, as well as program planning, implementation, and assessment.

Qualifications:
Individuals applying for this position must be accepted for full-time graduate study at Clemson University. This assistantship is applicable to students in the Counselor Education - Student Affairs program. Study or significant experience with developing and training diverse student populations and working with student organizations is an asset for this position. A genuine interest in interacting with students is important; as is a passion and personal commitment to creating change for the common good. Facilitation skills and computer skills (such as Microsoft Office, desktop publishing, and managing web databases) are necessary.

Responsibilities Include:
1. Co-advising Undergraduate and Graduate Student Government Organizations Directors and Committees
   a. Recognition and Renewal Process for Clubs & Organizations
   b. Tiger Prowl Involvement Fair
   c. Monthly Newsletter
   d. Resource Portal on OrgSync
   e. Online Training Modules
   f. Attend Committee Meetings
2. Assisting with the planning, implementation and assessment of a variety of programs and services for engaging and training students involved in organizations & clubs. These programs and services include:
   a. Student Organization’s online management tool OrgSync
   b. Orientations for new organization officers and advisors
   c. Online training modules, workshops and retreats
3. Assisting with planning, implementation and assessment of a variety of programs for engaging and training advisors to student organizations. These programs include:
   a. Monthly Newsletter
   b. Resource portal on OrgSync
   c. Online training modules
4. Co-planning the Student Organizations Conference- an annual conference for officers that aims to develop leadership and management skills and competencies
   a. Chairing Student Organizations Conference Committee
   b. Presenting at Conference on Officer Succession and Transitions
5. Co-facilitating the Peer Involvement Consultant program (student organization aimed at helping students get involved and educating clubs and organizations about best practices)
   a. Co-teach creative inquiry course for student leaders and peer mentors
   b. Schedule consultations
   c. Advise executive board
   d. Recruit, select, and train Peer Involvement Consultants
6. Assisting with marketing and advertising programs in particular managing social media sites
7. Submitting updates for the Student organizations portion of the Center for Student Life web site
8. Serving as an active member of the Gantt Center for Student Life, attending staff meetings and contributing to departmental goals and objectives.
9. Assisting with the supervision and coordination of student volunteers and internship students
10. Meet weekly with Associate Director to stay in close communication with all aspects of student organizations.

**Stipend/Compensation:** 9 months, 28-hours/week (including some evening and weekend work), $10,442 per academic year. A two-year commitment is preferred.

**Primary Contact:**
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