Graduate Assistant - New Student & Family Programs
Underrepresented Student Retention
$12,000.00 – 12 month contract and Tuition Waiver – 20 hr/wk

Approximate Start Date: August 2015

Supervisor/Contact: DeOnTe Brown, Associate Director, New Student & Family Programs, deonteb@clemson.edu

Desired Skills and Interests: Applicants should possess an interest in student retention, first-year student issues, minority student transition issues and student organization advising. Additionally, applicants should have experience with student programming, technology (software and hardware/devices) and social media. The ability to lift boxes (approximately 50 lbs.) and to assist with staffing extended orientation (Clemson Connect), student retreats and January orientation programs is required.

Qualifications: Applicants must be applying to, accepted, or enrolled in a graduate program at Clemson University. Preference will be given to candidates who are (or intend to be) enrolled in the Master of Education in Student Affairs program. A two-year commitment for this Graduate Assistantship is preferred.

Position Responsibilities and Duties:
- **Program Development/Implementation**
  - Develop a thorough knowledge and understanding of the retention programs and philosophy as well as a basic understanding of the division of Student Affairs.
  - Assist in the planning and implementation of CONNECTIONS Program (Peer Mentoring and Living-Learning Community), Brother to Brother and Shades of Sisterhood Peer Groups, including, but not limited to:
    - Designing monthly Connect to Success Workshops based on learning objectives from the Student Life Curriculum.
    - Assisting student leaders with event development and planning for Brother to Brother and Shades of Sisterhood.
  - Develop Living-Learning Community specific workshops to engage residents in the student life curriculum as a supplement to the Residential Education Model
  - Assist in the training and development of student leaders and mentors.
  - Research and assess best practices for undergraduate student retention
  - Attend designated committee meetings.

- **Developmental Advising**
  - Provide one-on-one engagement to underrepresented students on as needed basis to discuss:
    - Academics, finances, health and wellness, career /major satisfaction, campus involvement, transitions, family
    - Connect to valuable campus resources
  - Meet on-on-one with roster of mentors to discuss interactions with mentees and developmental opportunities for mentor

- **Assessment**
  - Assist in the implementation of the New Student Survey including developing and analyzing questions, marketing the survey, data collection and reporting to better understand the experience of underrepresented students.
  - Develop and implement evaluations of programs and services provided to students.

- **Advising Student Organizations**
  - Serve as co-advisor for the CONNECTIONS student organization which may include attendance at monthly meetings and evening/weekend events
• Serve as an advisor for the Brother to Brother or Shades of Sisterhood student organization which may include attendance at monthly meetings and evening/weekend events

- **General Office Duties**
  • Assist in the planning and implementation of other areas of our office related to Orientation, Family Weekend or Clemson Connect.
  • Other duties as needed, or as interest leads

**Time breakdown:**
- 45% Program Development/ Implementation
- 30% Developmental Advising
- 10% Assessment
- 10% Advising Student Organization
- 5% Other Duties as assigned