The Residents in Science and Engineering (RiSE) Living-Learning Community (LLC) is a first-year living-learning community for freshmen in the College of Engineering and Science (CES). Housed in Lever and Byrnes Hall, the RiSE Living-Learning Community is a collaborative effort between the CES and the Department of Residential Life. RiSE seeks to combine student’s residential and academic experiences in order to foster academic success, professional development, community engagement, and personal growth. RiSE is the largest living-learning community at Clemson with 457 students currently, with anticipated growth to approximately 792 participants for the 2015-2016 school year. RiSE supports first-year students in the College of Engineering and Science by providing academic resources and professional development opportunities.

There are many benefits and features of the RiSE Living-Learning Community. Students living in RiSE participate in engaging programming opportunities that help ease their transition to college. RiSE students are clustered in designated course sections during their first-year curriculum, and are supported by the convenience of in-hall tutoring five nights a week. The RiSE Director, GA for Residential Learning, GA for First Year Experience, Faculty Director, Faculty Fellows, Tutors, and housing staff work together to provide and maintain a conducive environment that fosters learning and personal growth.

POSITION DESCRIPTION:

JOB PURPOSE:

Assist with coordination, promotion, and expansion of the RiSE Living-Learning Community to improve and contribute to the recruitment, retention, and engagement experiences of undergraduate students in engineering & science.

JOB FUNCTIONS:

Programming
1. Coordinate, facilitate, and attend RiSE programs and support services in accordance with RiSE Residential Curriculum
2. Collaborate with campus partners in planning and execution of event logistics
3. Coordinate and direct the RiSE Ambassador program, a group of current students who volunteer to help recruit prospective students, lead facility tours, and staff various recruitment events and initiatives that promote the RiSE Living-Learning Community
4. Coordinate RiSE programs and events during summer orientation, to include welcome events, assisting with course registration, and collecting student information
5. Develop weekly and bi-monthly newsletters, distribute newsletters and updates
6. Coordinate assessment of clustered courses, collection of grades, GPAs, and observations of clustered courses
7. Conduct annual assessment and focus groups to gauge program effectiveness and student satisfaction
8. Assist as needed to support CES Engineering Summer Immersion Program; to include planning dinners, social events, and off-campus trips

Leadership
1. Select, train, supervise & lead a team of RiSE Ambassadors; including: meetings as appropriate, team development activities, and one-on-ones
2. Coordinate, facilitate, and lead a mentorship program for first-year students

Collaboration
1. Partner with the CES Director of Undergraduate Recruitment to develop initiatives, coordinate site visits and tours for prospective students
2. Collaborate with RiSE GA for Residential Learning to assess residential curriculum outcomes to include formal and informal assessments, and collaboration on programming to ensure learning outcomes are incorporated
3. Collaborate with Creative Services to develop promotional materials in partnership with CES Public Relations Director and University Housing

Other
1. Communicate with University Housing Community Director, Graduate Community Director, and Resident Assistants to support recruitment and assessment initiatives
2. Provide students with counseling on a variety of personal, social, vocational, and academic issues
3. Identify best practices and benchmarking of similar living-learning communities. Implement findings to enhance direction of program and student experience.
4. Required to work evenings and weekends as needed
5. Other duties as assigned

QUALIFICATIONS:
MINIMUM REQUIREMENTS

The RiSE graduate assistant should be enrolled in a graduate degree program at Clemson University. The ideal candidate will be committed to their academic success and focused on developing personally and professionally. As a member of the RiSE Living-Learning Community staff, the graduate assistant must be able to work independently in developing creative and successful programs and events. Flexibility and the ability to manage multiple projects and activities are necessary for success.

PREFERRED IN ADDITION TO THE MINIMUM REQUIREMENTS

1. Ability to work in fast-paced, creative and collaborative team environment where change is welcomed and innovation encouraged
2. Strong understanding of event planning for small & large scale activities
3. Strong understanding of the needs of first year students
4. Ability to communicate effectively with students, faculty, administrators, and community partners
5. Leadership skills that are transferable to student support services; including, but not limited to: ethical decision making, organizational skills, conflict management, and delegation
6. Experience with Residential Life, University Housing, and Living-Learning Communities
COMPENSATION:

1. 12 months (can be reappointed for 2nd year)
2. 25 hour/week
3. $14,625 stipend
4. Tuition reduction
5. Meal Plan provided
6. Anticipated start date: May 2015

CONTACT INFORMATION:

For questions or inquiries about this position, please contact the Director of the RiSE Living-Learning Community, Philip Mathis (pmmath@clemson.edu) or (864-656-2541)