The Office of Undergraduate Studies
Freshman Academic Programs
Graduate Assistantship

Overview:
Freshman Academic Programs is housed in the Office of Undergraduate Studies (UGS) under Academic Affairs at Clemson University. Undergraduate Studies also houses Transfer Programs, Bridge to Clemson program, Academic Integrity, Academic Success Center and the FIRST program. These units work to aid and support freshmen and transfer students in making a smooth and effective transition to Clemson University as well as support the general student population. Freshman Academic programs include the Early Success Program (ESP), Freshman Summer Reading program, New Student Academic Progress Program (NSAPP), Academic Recovery Workshop, and the FIRST program.

Position Description:
The Freshman Academic Programs Graduate Assistant will work primarily with the planning, development, and implementation of the Early Success Program (ESP). ESP serves 40 provisionally accepted first time freshman students in their academic and social transition to Clemson. The GA will serve as an academic advisor, academic coach, and primary support person to these students. Additionally, the GA will assist in teaching CU 1010, University Success Skills in the fall and spring semesters. The GA will assist the Director of Freshman Academic Programs with the planning, development, and implementation of the Summer Reading program, New Student Academic Progress Program and the Academic Recovery workshop.

Primary Responsibilities:
1. Early Success Program
   Summer Program
   - Design and implement Peer Mentor training.
   - Supervise Peer Mentors.
   - Plan academic skill building, team building, study halls, and social events for summer program participants.
   - Assist with planning and execution of ESP student and parent welcome activities.
   - Assist with orientation, academic advising, and registration during ESP orientation session.
   - Drive university vehicles.
ESP Academic Year

- Communicate weekly with ESP students and parents regarding each student’s academic success and compliance with ESP requirements.
- Serve as primary academic advisor and provide academic coaching through regular one on one meetings with ESP students.
- Assist ESP students in their academic, personal, and social development.
- Serve as a mentor, resource, and support person for freshman students.
- Assist in teaching CU 1010 for ESP and Probation students.

2. Freshman Summer Reading Program

- Freshman summer reading is a common reading program required for all freshman students which includes author presentation and small group discussion.
- The GA will assist with the planning and implementation of the Summer Reading program, in collaboration with the Office of New Student and Family Programs, during Orientation and Clemson Connect.

3. New Student Academic Progress Program (NSAPP)

- NSAPP is an early alert program for first time freshman and first time transfer students.
- The GA will assist with the logistics of this process including communication with academic advisors, training for advisors, following up with individual students in need, and conducting qualitative program assessment meetings with advisors.

4. Academic Recovery Workshop

- The Academic Recovery workshop is for students placed on academic probation and is offered at the beginning of the fall and spring semesters in collaboration with the Academic Success Center.
- The GA will assist with the development and implementation of the workshop including presenting to an assigned group of probation students on academic policies and skill building tools and serving as advisor and/or liaison for probation students.

Desired Knowledge, Skills, and Abilities:

1. Excellent oral and written communication skills.
2. Ability to engage with a wide range of individuals, including students, parents, academic advisors, faculty, and staff.
3. Demonstrate an understanding of the developmental issues facing freshmen students.
4. Ability to develop and implement creative programs that maximize the
academic, personal, and social development of freshman students.
5. Develop and maintain a working knowledge of academic policies and procedures.
6. Desire to work one on one with freshman students.
7. Possess excellent organizational skills.
8. Ability to work independently and take initiative.

**Position Requirements:**
1. Must be available to start work at the beginning of June 2015.
2. Must be available to work 25 hours per week (some evenings and weekends).
3. Must enroll in a minimum of nine credit hours for the fall and spring semesters and three hours for each summer session to remain eligible for the assistantship.
4. Graduate Student must be pursuing a Master’s Degree in Education/Student Affairs.

**Salary and Benefits:**
1. $12,000 for twelve months: paid bi-weekly.
2. Reduced tuition benefits.
3. Valuable experience in academic programs and student services.

**Contact Information:**
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