Position Description: Campus Activities and Events

Position Title: Campus Activities and Events Graduate Assistant
Hours: 28 hours per week, 12 months
Division: Student Affairs
Department: Campus Activities and Events
Supervision: Josh Barnes, Senior Associate Director (jbarne5@clemson.edu or 864-656-6252)
Compensation: $16,051.50 annually and tuition waiver

Qualifications:
Applicant must be accepted to or enrolled in a graduate program at Clemson University. Desired candidates will be enrolled in the Master of Education in Student Affairs Program.

General Responsibilities
The graduate assistant will work in a variety of areas within Campus Activities and Events. The graduate assistant will serve primarily as a member of the professional advising team for three dynamic student organizations: CLEMSONLiVE (programming board), TigerPaw Productions (concert committee), and Central Spirit (athletic spirit club). This position will also work with U-NITES!, Clemson’s late night programming series. The graduate assistant will also work with the Department of Campus Activities and Events to manage and plan events throughout the campus. The graduate assistant position is meant for an individual with student leadership experience, who takes initiative, has the ability to multi-task, and a desire to have frequent and positive professional interactions with students.

- Co-advises student leaders and general members of CLEMSONLiVE, TigerPaw Productions, and/or Central Spirit. Advising assignments are determined per semester based on organizational needs.
- Assist with the planning, implementation, and assessment of U-NITES!, Clemson’s late night programming series.
- Assist with assessment of current programs.
- Perform benchmarking research and collect data for peer institutions.
- Serve as a resource to students on issues of federal, state and local laws, institutional policies, procedures and regulations, performance/vendor contract negotiations, organizational policies and guidelines.
- Assist in administering and maintaining Campus Activities and Events records as they relate to CLEMSONLiVE, TigerPaw Productions, and Central Spirit.
- Attend various divisional, departmental, and organizational meetings and events
- Work with member recruitment and retention processes of CLEMSONLiVE, TigerPaw Productions, and Central Spirit.
- Help to facilitate the implementation of small to large scale campus programs and events.
- Assist student leadership in maintaining up-to-date governing documents & minutes
- Collaborate with graduate students and professional staff within the Campus Activities and Events department to create an integrated and team-oriented approach to the delivery of programs and services.
- Perform other duties as assigned.