Position Name: Graduate Administrative Assistant (GAA)  
Tiger Ties Mentorship Program

Department Name: College of Business and Behavioral Science  
Office of Student Enrichment

Stipend: $15,660 salaried; tuition reduction

Appointment: 12 months

Hours per week: 25 hours per week

The Office of Student Enrichment (OSE) within the College of Business and Behavioral Science (CBBS) exists to cultivate and engage students within the college to become effective leaders, successful graduates, and globally competitive professionals. The CBBS understands the significance of preparing students for the professional workforce and life after graduation, thus, OSE provides principal resources for undergraduate CBBS students in the areas of career preparation, leadership development, internship opportunities and international program participation. The office also collaborates with CBBS faculty and staff to serve as a conduit for connecting with corporate partners, Clemson alumni, and other programs to enhance the Clemson CBBS experience. The OSE encompasses programming related to career development/coaching, international programs, internships, leadership and mentoring.

The OSE graduate administrative assistant will work as an essential staff member in conjunction with full-time staff of OSE. The employee will gain experience in program planning, management and development; budget management; assessment; alumni relations; database management; marketing; facilitation of programs; and recruiting. The graduate administrative assistant will support the Tiger Ties Mentorship Program.

Specific Responsibilities:
Assist with daily management, coordination, promotion and expansion of programming to improve recruitment, participation and engagement experiences for Tiger Ties participants (students and alumni). Duties include but are not limited to:

- Manage Tiger Ties Student Team Leaders
- Plan, market, assess and provide logistical support for Tiger Ties.
- Organize mentee and mentor events including educational sessions, receptions, etc.
- Plan and facilitate mentee and mentor orientation and applicable webinars.
- Identify mentoring best practices/benchmarks to enhance Tiger Ties.
- Recruit students for participation in Tiger Ties; assist OSE Director in recruitment of mentors; work with development and alumni staff to assist in recruitment of mentors and update staff accordingly to mentor participation.
- Regularly communicate with participants of programs via e-mail, listservs, newsletters, phone calls, etc. Coordinate monthly newsletters with Marketing Intern.
- Track attendance for Tiger Ties events.
- Manage database of Tiger Ties participants.
- Act as student liaison to OSE.
- Lead and/or assist with special projects.
- Administrative tasks as assigned.

**Required Attributions & Qualifications:**
- Demonstrated leadership experience/involvement as an undergraduate and/or graduate.
- Be reliable, responsible and able to adapt to new initiatives and priorities.
- Strong public speaking skills.
- Represent office, college and university in professional manner at all times.
- Understanding of event planning for small/large scale activities.
- Ability to communicate effectively with students, faculty, administrators and community partners. Strong interpersonal, written and oral communication skills.
- Ability to work in a team environment and independently
- Understanding of FERPA and importance of confidentiality.
- Ability to multi-task.
- Some evening and weekend work required.
- Computer skills: Microsoft Word, Excel and PowerPoint (or Prezi), Outlook, and webinar software

**Contact Information/Supervisor:**
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