**UNIVERSITY HOUSING & DINING MISSION, VISION and CORE VALUES**

University Housing & Dining strives to create supportive and challenging environments that enrich and nourish lives. Further, we seek to be the premier campus community in the country. We believe an intentional residential experience is transformatve. Core values of University Housing & Dining encompass: Collaboration, Empowerment, Innovation, Leadership, Learning, Service with a Passion, Social Justice, Sustainability and Teamwork.

As members of the Division of Student Affairs at Clemson, we believe each one of us has the potential to positively impact the world.

**POSITION SUMMARY**

The Residential Life Graduate Assistant for Training & Development is a 25 hour per week, full-time graduate student position whose primary responsibilities include assisting in the development and implementation of a comprehensive training and development strategy designed to educate and support 200 student staff and 23 graduate staff members in University Housing & Dining. The Graduate Assistant for Training & Development is integral to work including: assisting with design and implementation of training that aligns with the UH&D mission, vision and core values, and utilizes the Residential Experience Model (REM) as a foundation for preparing undergraduate and graduate staff; assisting in evolving the foundation of training to a year round pro active continuing education opportunity for staff; researching and benchmarking best practices for training and development; and other initiatives determined by supervisor. The Graduate Assistant for Training & Development reports to the Associate Director for Residential Education.

**TRAINING**

- Assist in the design and implementation of training for undergraduate and graduate staff to include: Fall Resident Assistant Leadership Institute (RALI), Spring RALI, training for mid-semester staff hires, Graduate Staff Training, and Spring Retreat.
- Assist in the implementation of new professional staff training for Community Director staff, as offered.
- Align training planning to CU Division of Student Affairs goals and UH&D mission, vision and core values.
- Actively assess current training and make changes/recommendations for improvement, leveraging technology where applicable.
- Assist in the development of e-Learning tools and experiences.
- Develop collaborative relationships with current campus partners and seek the development of new collaborative partnership opportunities.
- Utilize membership to the Association for Training and Development (ATD) to seek knowledge on best practices and trends.
- Research and benchmark training and curriculum best practices in Higher Education and business practice.
- Act as a responsible steward of annual budget allocations for training processes.
- Additional learning experiences designed with your supervisor could include opportunities such as co-teaching and facilitating EDC 3900; integrating a passion area into your work, or other appropriate student engagement experiences.

**DEVELOPMENT**

- Assist in evolving the foundation of training to a year round pro active continuing education opportunity for staff.
- Assess needs to identify gaps and opportunities; make recommendations and determine relevance in delivery timeline.
- Connect theory to practice in the creation of development plan.
- Utilize current staff as experts, and develop campus and human resources partnerships for new endeavors and opportunities.
- Utilize varying delivery methods in consideration of learning styles and leveraging technology where appropriate.
- Align development planning to CU Division of Student Affairs goals and UH&D mission, vision and core values.
- Utilize membership to the Association for Training and Development (ATD) to seek knowledge on best practices and trends.
- Research and benchmark staff development best practices in Higher Education and business practice.
- Apply knowledge gained to improve opportunities in UH&D, further develop our best practices and educate staff.
- Seek and support opportunities to integrate development and continuing education into onboarding practices.
- Support recruitment, selection, training and development efforts as part of a seamless team during integral process periods.
ELIGIBILITY

- Applicants must be accepted in one of the University’s academic programs to be eligible to receive a graduate assistant position. Preference will be given to students who have applied to and been accepted into the Master of Education – Student Affairs Program by the Graduate School application deadline of February 1st.
- The GA for Training & Development is expected to show reasonable progress toward obtaining a degree. Dropping to less than 9 hours in fall/spring semester must be approved by the Director of Residential Life.
- The GA for Training & Development is a 12 month position. GA must be available to begin no later than June 1, 2015.

TERMS OF EMPLOYMENT

- The GA for Training & Development is hired for a term of employment of one academic year. The GA for Training & Development may be reappointed from year to year based on their past work performance and qualifications as compared to those of new applicants.
- No graduate student is eligible to hold more than one full time (25 hours) graduate assistantship during any given semester.
- The GA for Training & Development, who is on full assistantship, may not be employed by or provide a service to another department or organization outside the University. The GA for Training & Development is allowed to complete practicum or internship requirements for other departments on or off campus with permission of the Associate Director. Additional volunteer work within the university must be approved in advance.

REMUNERATION

- Stipend of $10,860 is provided for the summer, fall and spring semesters, paid in bi-monthly installments. The GA for Training & Development is paid beginning with their summer start date and ending the day after graduation in May.
- Meal Plan: Comparable to the current provided Plus Comuter 75 Plan. Includes any 75 meals in the dining halls during the semester plus $300 in Paw Points that can be used in food courts, coffee shops, convenience stores, Chili’s Too and Seasons by the Lake restaurant. Graduate assistants are provided with a meal plan to be utilized as a tool in fulfilling their responsibilities. A monthly dining survey must be completed to provide secret shopper feedback to Dining Services as a requirement of this plan.
- Housing: Graduate assistants are provided a rent-free, furnished apartment or suite. Only a Graduate assistant and their partner and/or children may live with a staff member in accordance with the departments’ live-on agreement. Housing is only provided during a graduate assistant’s term of employment. Utilities, phone service, satellite television, internet service and limitless laundry are provided at no charge. Graduate assistants are responsible for payment of personal long distance telephone charges. Graduate assistants may not use their staff accommodations as a business office for any type of commercial solicitation.
- Tuition Reduction: Graduate assistants who are full-time (9 credit hours) students enrolled in an approved course of graduate study are eligible for a graduate assistant tuition reduction. Anyone dropping below 9 hours will lose his/her right to a fee reduction. Those whose fee reduction is withdrawn will be required to reimburse the University. The Office of Graduate Studies, E209 Martin Hall, makes judgments pertaining to these eligibility requirements. Those who are full-time (9 credit hours) students enrolled in an approved course of graduate study are also eligible to use a deferred tuition payment plan. Please refer to the Graduate Student Record for further details.
- Professional Development: Graduate assistants are provided funds, when available, for professional development activities as well as on-going professional development activities on and off campus. All staff are encouraged to take advantage of Human Resource courses and webinars offered through the department/division. Use of funds is subject to approval by supervisors.