Graduate Assistant- New Student & Family Programs - $13,600
12 month contract (May-May) and Tuition Waiver (28 hr/wk) | Anticipated Start Date: May 15, 2015 (Summer Session 1 classes begin)

Supervisor: Chris Trudell, Associate Director, New Student & Family Programs: trudell@clemson.edu, | @chris_trudell | 864-656-0515

Desired Skills and Interests: Applicants should possess an interest in orientation, first-year student issues (transition, retention, etc.), leadership development, technology, and family and parent programs. Additionally, applicants should have experience with event planning and coordination. The ability to lift boxes (approximately 50 lbs.) and to assist with staffing summer orientation, extended orientation (Clemson Connect), January orientation programs and Family Weekend is required.

Qualifications: Applicants must be applying to, accepted, or enrolled in a graduate program at Clemson University. Preference will be given to candidates who are (or intend to be) enrolled in the Master of Education in Student Affairs program. A two-year commitment for this Graduate Assistantship is preferred; availability during New Student Summer Orientation is required.

Position Responsibilities and Duties:
Summer & Extended Orientation (Clemson Orientation & Clemson Connect)
• Develop a thorough knowledge and understanding of Orientation, Extended Orientation and retention programs and philosophy as well as the basic understanding of the division of Student Affairs
• Assist in the planning and implementation of January and August Extended Orientation (Clemson Connect), including, but not limited to:
  • Editing publications, scheduling speakers, reserving spaces, and coordinating events and presentations
  • Assist in the coordination, advising and supervision of the Welcome Coordinator and Welcome Leader program, including, but not limited to:
    • Spring recruitment and selection process of Welcome Coordinators and Welcome Leaders
    • Develop, implement and assess a training program including program sessions, assessment, logistics and materials
    • Serve as lead-logistics for Welcome Leader small group facilitation during New Student Convocation
    • Welcome Leader program budget, assessment and marketing plans
  • Overall student Welcome Leader and Welcome Coordinator leadership development and organizational committee advisement
  • Research and assess best practices and innovative utilization of Welcome Coordinators and Welcome Leaders to aid in retention efforts
  • Assist in the recruitment, training, supervision and evaluation of the Welcome Leader program during August and January Clemson Connect programs

Orientation Team Leader & Ambassador Program
• Assist the coordination, advising and supervision of the Team Leader and Orientation Ambassador program, including, but not limited to:
  • Fall recruitment and selection process of Team Leaders and Orientation Ambassadors
  • Spring Orientation Ambassador class development and instruction, as a co-instructor (3 credit academic course)
  • Southern Regional Orientation Workshop (SROW) conference
  • Summer staff-training program, including program sessions, guest-speaker coordination, assessment, logistics and materials
  • Summer staff supervision, scheduling, mentoring, advising, and team/staff mediation(s)
  • Ambassador program budget, assessment and marketing plans
  • Overall student leadership development and organizational committee advisement
  • Coordination and staffing of the Summer Orientation social during freshmen orientation sessions
    • Serve as the Orientation housing liaison by supervising the Orientation housing residence hall during all scheduled orientation programs
• Attend Orientation Advisory Board meetings (OAB)
• Attend Clemson Connect meetings

Technology / Digital Management Program
• Assist in the coordination of NSFP digital systems, have a willingness to learn about technological issues involving: knowledge building, information distribution, student development, and contemporary higher education issues, while:
  • Assist in the development, design, editing, teaching and facilitation of digital learning tools (iBook, Google Web-based systems, etc.)
  • Assisting the design of digital/online environments, activities, use assessment, and hardware management (staff iPads)
  • Assist in the creation of a digital training manual and website for summer student staff (iBook Author, iBooks, Adobe systems, etc.)
  • Coordinate summer staff technology use and online engagement training
General Office Duties

• Assist in the recruitment, training, supervision and evaluation of the Orientation Ambassadors during January and Summer Orientation
• Assist in the implementation of summer, August, and January Orientation programs, the Clemson Connect Programs, and Family Weekend
• Encouraged to bring creative ideas and insights to the work of new student orientation, transition, and retention
• Other duties as needed, or as interest leads

Time breakdown:
35%- Clemson Connect/ Welcome Leaders
35%- Clemson Orientation Ambassador Program
15%- Technology Development and Management
10%- Office programs
5%- Other Duties as assigned