



## **Graduate Assistant – Office of Advocacy and Success**

The Office of Advocacy and Success is a department within the Division of Student Affairs. The purpose of this office is to serve all current Clemson students as a trusted place for care, advocacy, and referrals to campus and community partners.

This office works to inspire an individual sense of belonging, student success, and retention. We partner with students, their families, campus and community partners, faculty, and staff to empower our students to achieve academic and personal success and to build resilience. The Office of Advocacy and Success provides guidance on navigating the University systems and offers personal support for issues that may impact academic success and student well-being.

The CARE Network is a program facilitated by the Office of Advocacy and Success that provides electronic and face to face care, support, and guidance for students experiencing issues of concern. These issues include Academic Concerns, Adjustment Issues, Behavioral Concerns, Career or Graduation, Death or Grief, Financial, Personal Health or Wellness, Relationships or Student Engagement. The CARE Network also serves as an entry point for services and a student may be referred to other offices to resolve the situation.

### **Responsibilities:**

- Provide student care and follow up for the CARE Network, including documenting in the electronic case management system and sending electronic messages of care to students
- Assist with off-campus student initiatives and activities
- Assist with website content, development and implementation of presentations, maintenance of social media accounts, and creating blog posts
- Participate in Office of Advocacy and Success outreach opportunities, including responsibilities for event proposals and planning events
- Assist with data collection, assessment, and evaluation in order to continue to improve quality of services
- Assist with Office of Advocacy and Success administrative duties
- Other duties as assigned

### **Skills and Qualifications:**

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.

A qualified candidate will:

- Demonstrate a desire to gain experience in direct student CARE follow-up through one on one meetings and electronic communication.
- Possess strong communication skills
- Exhibit ability to make decisions and with training, to work with limited supervision
- Possess good time management skills and attention to detail in order to complete tasks based on established/written protocols and timelines.
- Demonstrate the ability to adapt and be flexible due to the nature of the work in the Office of Advocacy and Success
- Demonstrate a desire to remain abreast of resources and common higher education issues in order to support students
- Must be knowledgeable or be willing to be trained in the following computer systems used in our office including Microsoft Word, PowerPoint, Outlook, Excel, and Maxient

Commitment: Twelve months (Starts June 2019)

Work hours: 28 hours per week

Stipend: \$13,216

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