



Graduate Assistant-Student Involvement and Leadership Position Description

Position Title: Student Involvement and Leadership

Hours: 28 hours per week, 12 months

Division: Student Affairs

Department: Student Involvement and Leadership

Supervision: Mahin Sandoval-Chavez, Assistant Director for Student Programs (mahins@clermson.edu. 864-656-0539)

Compensation: \$16,051 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

This position will serve primarily as a member of the department's Student Programs team and will assist with the development, implementation, and assessment of the late night programming series. The graduate assistant will have a focus on the late night programming series; U-NITES! at the Barnes Center programming. This position may also assist with the management and planning of a variety of departmental programs and events. The position is meant for an individual who takes initiative, works autonomously, has the ability to multi-task, and has a desire for frequent and positive professional interactions with students. This position has late night and weekend work responsibilities.

- Create, plan, implement, and assess the programs and activities of U-NITES! at the Barnes Center (alternative late-night programming and activities).
- Effectively market and brand U-NITES! at the Barnes Center programming and related events and activities on campus that connect with the each programs mission.
- Keep accurate attendance records of all events and activities.
- Assist with the management of an \$85,000 programming budget.
- Conduct research on best practices, trends, and issues of late night and weekend programming.
- Perform benchmarking research and collect data on peer institutions.
- Aid in the supervision of the U-NITES! student employees (student employment model)
- Promote the mission of the department, the division of student affairs, and Clemson University.
- Maintain positive and professional relationships with the students, faculty, staff, and campus departments/partners.
- Collaborate with all Student Involvement and Leadership departmental staff to create an integrated and team-oriented approach to the delivery of programs and services.
- Assist with the implementation of departmental programs, services, events, and functions if needed.
- Serve on assigned departmental committees.
- Perform other duties as assigned.