



Position Description

Position Title: Student Organization Development Graduate Assistant

Hours: 28 hours per week, 12 months

Division: Student Affairs

Department: Student Involvement and Leadership

Supervision: Myles Surrett, Associate Director for Student Organizations

Compensation: \$16,051 annually and tuition waiver

Start Date: June 24, 2019

Qualifications:

Applicant must be accepted to or enrolled in a graduate program at Clemson University. Desired candidates will be enrolled in the Master's of Education in Student Affairs Program.

General Responsibilities:

This position will serve primarily as a member of the department's Student Clubs and Organizations team. This position will assist with providing programs and services geared towards undergraduate and graduate student organizations, their officers, members, and advisors. The graduate assistant position works closely with the professional and graduate staff members to plan, implement, and assess a variety of programs and services to accomplish these goals. 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.

- Supervises and trains a student team of 10 Clemson Involvement Ambassadors
- Directs Org-Celleration, Clemson's new student organization development process
- Cultivates the Certified Student Leader program, including program development, facilitation, scheduling, and program assessment
- Provides educational resources and support to a designated group of student organizations
- Assist with the planning, implementation and assessment of a variety of programs and services for engaging and training students and advisors involved in organizations
- Serves on the team responsible for the management of TigerQuest, the University's online engagement platform, and the Clemson University Student Organization Policy
- 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.