



Position Description

Position Title: Student Organization Engagement Graduate Assistant

Hours: 28 hours per week, 12 months

Division: Student Affairs

Department: Student Involvement and Leadership

Supervision: Agassy Rodriguez, Assistant Director for Student Organizations and Clubs

Compensation: \$16,051 annually and tuition waiver

Start Date: June 24, 2019

Qualifications:

Applicant must be accepted or enrolled in the Student Affairs graduate program at Clemson University within the College of Education.

General Responsibilities:

This position will serve primarily as a member of the department's Student Organizations and Clubs 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, can multi-task, and has a desire for frequent and positive professional interactions with students.

- Leads our digital marketing and engagement efforts by planning and managing office's social media and web presence.
- Engages student organization community by communicating, celebrating, and recognizing through online platforms including, but not limited to, Twitter, Facebook, Instagram, and TigerQuest.
- Assists professional staff with semi-annual student organization registration and recognition process.
- Assists with the planning, implementation and assessment of a variety of programs and initiatives for engaging students in student organizations and clubs.
- Assists with the planning, implementation, and assessment of office programs and events such as TigerProwl, Tiger Connect, and our annual award ceremony.
- Assist with the management of TigerQuest, our online student engagement platform.
- 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.