

CLEMSON[®]

STUDENT INVOLVEMENT AND LEADERSHIP

Position Title: Student Involvement and Leadership Graduate Assistant (Student Programs)

Hours: 28 hours per week, 12 months

Division: Student Affairs

Department: Student Involvement and Leadership

Supervision: Amy Ridgeway, Assistant Director for Student Programs

Compensation: \$16,051 annually and tuition waiver

Start Date: June 24, 2019 (firm)

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

The graduate assistant will work in a variety of areas within Student Involvement and Leadership. The graduate assistant will serve primarily as a member of the professional advising team for three dynamic student organizations: CLEMSONLiVE (programming board), TigerPaw Productions (concert committee), and Central Spirit (athletic spirit club). This position will also work with U-NITES!, Clemson's late night programming series at the Barnes Center. The graduate assistant will also work with the Department of Campus Life to manage and plan events throughout the campus. The graduate assistant position is meant for an individual with student leadership experience, who takes initiative, has the ability to multi-task, and a desire to have frequent and positive professional interactions with students.

- Co-advise student leaders and general members of CLEMSONLiVE, TigerPaw Productions, and/or Central Spirit. Advising assignments are determined per semester based on organizational needs.
- Initiate, develop, implement and market various educational, training, accountability and recognition programs, creating an environment that promotes the positive growth and development of students as ethical leaders.
- Assist with the planning, implementation, budgeting, and assessment of summer programming
- Assist with the planning, implementation, and assessment of U-NITES!, Clemson's late night programming series at the Barnes Center on an as-needed basis
- Serve as a resource to students on issues of federal, state and local laws, institutional policies, procedures and regulations, performance/vendor contract negotiations, organizational policies and guidelines.
- Assist in administering and maintaining Student Involvement and Leadership records as they relate to CLEMSONLiVE, TigerPaw Productions, and Central Spirit.
- Attend various divisional, departmental, and organizational meetings and events
- Help to facilitate the implementation of small to large-scale campus programs and events.
- Assist student leadership in maintaining up-to-date governing documents & minutes
- Collaborate with graduate students and professional staff within the Student Involvement and Leadership department to create an integrated and team-oriented approach to the delivery of programs and services.
- Perform other duties as assigned.