

Graduate Assistant for Student Enrichment and Success- Office of Student Transitions and Family Programs

\$13,600 – 28 hrs./week

12-month contract and tuition assistance

Approximate Start Date: June 3, 2019

Direct Report Supervision: Sarah Dumas, dumas@clemson.edu

Qualifications: Applicants must be applying to, accepted, or enrolled in the M.Ed. in Student Affairs program at Clemson University. A two-year commitment for this Graduate Assistantship is preferred.

Position Responsibilities and Duties:

Student Development and Success

- Develop a thorough understanding of the student development and advising practices that support the retention and success of underrepresented students
- Implement programs and initiatives that support the first-year transition and experience
- Assist with the curriculum development and instruction of the CONNECTIONS ED 1970 course
- Manage the recruitment and selection of CONNECTIONS program participants
- Conduct one-on-one meetings with students to discuss topics related to academic success and personal and professional wellness
- Participate in the collection and analysis of assessment data related to student success in the CONNECTIONS program
- Collaborate with campus partners to address the current and future needs of students
- Share innovative ideas and insights to create a productive learning experience for first-year students in the CONNECTIONS program

Student Enrichment Initiatives

- Coordinates the Explore your FOCUS summer program for incoming first-year students
- Provide support, guidance, and resources to students participating in additional retention programs (e.g., Renaissance MAN, Brother-2-Brother, Sister-2-Sister)
- Co-advise W.E.B. Dubois Honor Society

Student Transitions and Family Programs (STFP) Operations

- Manage departmental social media accounts
- Assist with implementation of summer orientation, extended orientation (Kick-Off Clemson), January orientation, Family Weekend and Spring Family Reunion
- Assist with greater STFP office duties as assigned (e.g. phone calls, meetings with students, representing the department on university committees, etc.)
- Take an active role in contributing to the planning, programming, and the overall mission, vision, and goals of STFP
- Other duties as needed, or as interest leads