

## **Extended Orientation Graduate Assistant**

### **Student Transitions and Family Programs**

*\$13600 – 12 month contract (May-May) and Tuition Waiver – 28 hr/wk*

**Anticipated Start Date:** May 20, 2019

**Supervisor/Contact:** Erin Mayor, Associate Director, Student Transitions & Family Programs, emayor@clemson.edu

**Desired Skills and Interests:** Applicants should possess an interest in extended orientation, and first-year transition issues. Additionally, applicants should have experience with event planning and coordination. The ability to lift boxes (approximately 50 lbs.) and to assist with staffing summer orientation, extended orientation (Kick-Off Clemson), January orientation programs and Family Weekend is required.

**Qualifications:** Applicants must be applying to, accepted, or enrolled in a graduate program at Clemson University. Preference will be given to candidates who are (or intend to be) enrolled in the Master of Education in Student Affairs program. A two-year commitment for this Graduate Assistantship is preferred; availability during New Student Summer Orientation is required.

#### **Position Description:**

The Graduate Assistant will be able to obtain specific core competencies upon completion of the contracted experience. The position will help encourage the development of advising and supervisory skills with students in individual and group settings. It will provide opportunities to develop personal skills such as effective communication (both verbal and written), intercultural understanding, and critical thinking through self-assessment and unit support. Additionally, the position will encourage skill development with administrative responsibilities in database management, assessment, program development, and marketing/publications. The position will encourage effective task management in a high activity work environment.

#### **Extended Orientation (Kick-Off Clemson)**

- Develop a thorough knowledge and understanding of Orientation, Extended Orientation and retention programs and philosophy as well as the basic understanding of the division of Student Affairs.
- Facilitate the onboarding and training of the Kick-Off Clemson Student Leadership Team by developing training curriculum, implementing semester retreats, and conducting routine performance evaluations
- Supervise and direct the yearlong work of Kick-Off Clemson Student Leadership Team members leading regular individual and group meetings; ensure task completion of position-specific assignments
- Facilitate Kick-Off Clemson committee of campus partners and students for planning and implementation of campus-wide Kick-Off Clemson initiatives
- Lead recruitment and selection process of Kick-Off Coordinators and Kick-Off Captains
- Serve as lead logistics for student small group determination for Kick-Off Clemson
- Serve as Graduate Advisor for recognized student organization for space reservation and Clemson University Student Government funding purposes
- Develop and facilitate Kick-Off Captain training prior to Kick-Off Clemson events in August
- Coordinate all promotional initiatives to ensure name recognition and maximum participation in fall Kick-Off Clemson programs
- Serve as lead in editing publications, scheduling speakers, reserving spaces, and coordinating events and presentations.

- Research and assess best practices and innovative utilization of Kick-Off Coordinators and Kick-Off Captains to aid in transition programs
- Attend NODA Extended Orientation Institute when funding is available

**Orientation**

- Assist in the implementation of summer, August and January New Student Orientation programs
- Assist as needed in summer Orientation program
- Live on campus and serve in an on-call capacity during Clemson Summer Orientation programs

**Other Responsibilities**

- Schedule weekly 28 hours of office time.
- Attend bi-weekly Student Transitions and Family Programs staff meetings. Attend scheduled meetings for Assistantship Supervisor as appropriate.
- Develop intended outcomes for all facets of the position and assess the degree of achievement. Participate in ongoing evaluation to assess growth and development.
- Maintain archival materials (electronic and paper form) as appropriate.
- Assist in coordination of STFP social media platforms

**Time breakdown:**

65%- Kick-Off Clemson  
20%- Orientation  
10%- Office programs  
5%- Other Duties as assigned