

Bridge to Clemson Program Graduate Assistant Academic Support and Advising Services

Overview of Bridge Program

The Bridge to Clemson program (Bridge) is a unique and collaborative academic transfer program between Clemson University (Clemson) and Tri-County Technical College (TCTC) for first-year students. Beginning with a strong first-year academic experience at TCTC (four miles from the Clemson campus), the Bridge program includes targeted academic advising, student support services and a student life component. All services are designed to help Bridge students succeed and engage both inside and outside the classroom. Bridge participants enroll in TCTC classes during their freshman year before transferring to Clemson for their sophomore year. Bridge to Clemson students live in residence halls at Clemson and engage in the campus community. Approximately 850 students are expected to enroll in the program for the 2019-2020 academic year.

Position Description

The graduate assistant (GA) position is a 12-month, 20 hours per week position reporting to the Assistant Director of the Bridge to Clemson Program. The GA will work collaboratively with the Assistant Director to deliver comprehensive academic support and advising services to students in the Bridge to Clemson program. The GA will assist with the training, recruitment and evaluation of undergraduate Supplemental Instruction (SI) leaders, scheduling of SI sessions, data collection, and general program evaluation and assessment. The GA will also assist with the drop-in academic advising appointments offered to Bridge to Clemson students on a weekly basis.

Responsibilities

- Collaborate on the development and implementation of comprehensive training program for SI leaders based on the UMKC Supplemental Instruction model
- Assist with the supervision, recruitment, and training of SI leaders
- Oversee and mentor SI Leaders as assigned
- Assist instructor of CU 1110, an introductory course on SI model for new leaders, with grading, course presentations, and other course tasks as assigned
- Observe SI leaders to ensure adherence to the SI model and to provide constructive feedback for enhancing SI leader performance
- Collaborate with faculty participating in SI program regarding any instructional concerns or needs
- Oversee the scheduling of SI sessions
- Oversee SI session attendance data collection and compilation
- Assist with Bridge academic advising and orientation activities
- Other duties as negotiated (to be determined by the needs of the Bridge Program and the interests of the GA)

Desired Knowledge, Skills and Abilities

- Ability to effectively lead and manage undergraduate student employees
- Ability to organize and schedule SI and tutoring sessions and other programs
- Knowledge of student development and social learning theory
- Knowledge of effective pedagogical and instructional strategies to foster learning
- Ability to communicate effectively with students, faculty and staff
- Ability to collect and manage large amounts of data in an accurate and utilizable manner
- Proficiency in Google Docs, Blackboard, Word, Excel, Publisher, and PowerPoint

Other Requirements/Expectations

- Be available to work 20 hours per week during the fall, spring and summer semesters. Availability to begin work in early August 2019 strongly desired
- Be willing to work evening hours as required to observe and evaluate supplemental instruction (SI) leaders and attend SI meetings
- Enroll in a minimum of nine credit hours for the fall and spring semesters and three hours for each summer session to be eligible for the assistantship.
- Use work time effectively to accomplish assigned responsibilities in a professional, timely and accurate manner

Compensation/Benefits

- \$12,000 stipend for 12 months
- Reduced tuition benefit
- Off on University holidays
- Flexible work schedule
- Opportunity to gain experience in supplemental instruction, student academic success programs, data collection, academic advising, orientation, and assessment.

Contact

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