

Office of Undergraduate Studies
Freshman Academic Programs
Early Success Program
Graduate Assistantship

Freshman Academic Programs (FrAP) is housed in the Office of Undergraduate Studies (UGS) under Academic Affairs at Clemson University. Undergraduate Studies includes a variety of programs supporting student success including: Early Success Program, Tiger Town Summer Bound, FIRST, Bridge to Clemson program, Transfer Programs, and Academic Eligibility and Integrity. These units work to aid students in making a smooth and effective transition to Clemson University. Undergraduate Studies provides students with the support services they need for success during their academic careers and as they develop into life-long learners. UGS also provides support to faculty and staff as they work to enhance the curriculum through clear academic policies and procedures, effective teaching, and engaged learning opportunities for our students.

The Freshman Academic Programs Graduate Assistant (GA) will work primarily with the development, planning, and implementation of the Early Success Program (ESP). ESP serves provisionally accepted first time freshman students in both their academic and social transition to Clemson during their first year. The Early Success Program ensures that selected participants make a successful transition to college during their first year through individualized student support services and participation in intentional programs. ESP students participate in a comprehensive summer preview program designed to assist them in making a successful transition to Clemson. The GA assists in the development and implementation of events and activities for participants as well as the training, supervision, and personal development of undergraduate student Summer Program Ambassadors. The GA serves as an academic coach and primary support person to students throughout the first year and assists in the development and instruction with a course designed for program participants. The Tiger Town Summer Bound Program (TTSB), also coordinated through Freshman Academic Programs, is a newly developed summer preview program for first year students for regularly accepted students and will be implemented for the first time in the summer of 2019. TTSB and ESP are housed in the same office and the GA for the Early Success Program will work in collaboration with the GAs and program staff for TTSB. Training and duties may overlap and the entire FrAP team will work together to enhance the student experience for all students served.

Primary Responsibilities:

- Assist with the design and implementation of the Early Success Summer Program.
- Design and implement training for student staff members--Summer Program Ambassadors.
- Assist in the supervision of Summer Program Ambassadors.
- Serve as live-in staff supervisor for Summer Program Ambassadors and ESP students for the duration of the Early Success Summer Program
 - GA will live on-campus with the program for the duration of the summer programs (TTSB and ESP)--June 16th through August 2nd.
 - GAs can communicate if they have a need to stay on campus earlier than the start of the Summer Programs and accommodations are available.
- Serve in on-call rotation during the Summer Programs.
- Plan academic skill building, team building, study halls, and social events for summer program participants.
- Assist with the planning and execution of student and parent welcome activities.

- Assist with Summer Freshman orientation, academic advising, and course registration.
- Communicate regularly with ESP students and parents regarding individual student academic progress and compliance with ESP requirements.
- Serve as academic advisor and provide individualized student support services through regular one-on-one meetings with ESP students throughout the academic year.
- Assist students in their academic, personal, and social development.
- Serve as a mentor, resource, and support person for freshman students.
- Assist in teaching course designed for first year students in ESP.
- Assist GA's and Program Staff in the training, staffing, development and implementation of TTSB.

Desired Knowledge, Skills, and Abilities:

1. Excellent oral and written communication skills.
2. Ability to engage and communicate with a wide range of individuals, including students, parents, academic advisors, faculty, and staff.
3. Ability to develop and implement programs that maximize the academic, personal, and social development of freshman students.
4. Develop and maintain a working knowledge of academic policies and procedures.
5. Desire to work one-on-one with freshman students.
6. Possess excellent organizational skills.
7. Ability to work independently and take initiative.
8. Demonstrate proficiency in Microsoft Word, Excel, and Outlook.

Position Requirements:

1. Available to start work before or during the week of June 3, 2019.
2. Available to work 25 hours per week (some evenings and weekends during summer programs).
3. Must enroll in a minimum of nine credit hours for the fall and spring semesters and three hours for each summer session to remain eligible for the assistantship.
4. Live in Douthit Hills during the Summer II programs and serve in on-call rotation.
5. Graduate Student must be pursuing a Master's Degree in Education/Student Affairs.

Salary and Benefits:

1. \$14,000 stipend for twelve months: paid bi-weekly.
2. Reduced tuition benefits.
3. Professional development funds.

Supervisor Contact Information:

Amber Allen Mulkey, M.Ed
 Director, Freshman Academic Programs
 Office of Undergraduate Studies
 110 Vickery Hall
 Email: aallen3@clemsun.edu
 Phone: 864-656-6902