

Office of Undergraduate Studies
Freshman Academic Programs
Tiger Town Summer Bound
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: Tiger Town Summer Bound (TTSB), Early Success Program (ESP), FIRST program, 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.

Freshman Academic Programs is looking to hire two Graduate Assistants (GA) to work with the Tiger Town Summer Bound program. The Graduate Assistants (GA) for Tiger Town Summer Bound will work primarily with the development, planning, and implementation of the TTSB program. TTSB serves first-time, freshman students in both their academic and social transition to Clemson throughout the first year. TTSB ensures that participants make a successful transition to college during their first year through individualized support services and participation in intentional programs and services. TTSB students participate in a comprehensive summer preview program designed to assist them in making a successful transition to Clemson. GAs' 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. GAs' serve as an academic and primary support person to participants throughout the first year. The Tiger Town Summer Bound Program (TTSB) is a newly developed summer preview program for first year students in the summer prior to their freshman year. TTSB GAs' will have the exciting opportunity to create and implement this new initiative at Clemson University in its first year—summer 2019. TTSB and ESP are housed in the same office and the GAs' for TTSB will work in collaboration with the Graduate Assistant and program staff for ESP. 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 Tiger Town Summer Bound 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, TTSB, and ESP students for the duration of both summer programs
 - GAs for the program will live on-campus 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 can be considered.
- Serve in on-call rotation during both 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 First-Year orientation, academic advising, and course registration.
- Communicate regularly with students and parents regarding individual student academic progress, and compliance with program requirements.
- Provide individualized student support services through regular one-on-one meetings with students throughout the academic year.
- Assist freshman students in their academic, personal, and social development.
- Serve as a mentor, resource, and support person for freshman students.

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 Word, Excel, and Microsoft 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 Douthitt Hills during the Summer II programs and serve in on-call rotation.
5. Graduate Students 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:

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