

Bridge to Clemson Program Graduate Assistant Orientation, Enrollment and Academic Support

Overview of Bridge Program

The Bridge to Clemson program (Bridge) is a unique and collaborative transfer program between Clemson University and Tri-County Technical College (TCTC) for first year students. Students begin their first year at TCTC that includes targeted academic advising, student support services and a student life component. All services are designed to help assist Bridge students succeed and be engaged inside and outside the classroom. Bridge students that are invited to participate in the program enroll in TCTC classes for their freshman year before transferring to Clemson for their sophomore year. Bridge to Clemson students live on Clemson's campus and engage in the campus community. Approximately 900 students are expected to enroll in the program for the 2019-2020 academic year.

Position Description

12-month assistantship at 25 hours per week with an annual stipend of \$14,000.00. Position starts in May 2019 in order to train and participate in Summer 2019 Bridge to Clemson Orientation.

Qualifications

Must be an accepted full time graduate student at Clemson University. Desired candidates will be enrolled in the Masters of Education in Student Affairs Program. Bridge to Clemson program seeks passionate and energetic candidates who wish to help first year college students successfully complete requirements and transition to Clemson University. A successful candidate must have excellent writing and verbal communication skills, proficient in Microsoft Office, ability to have a creative use of technology and a knowledge of design programs such as Canva and social media management skills. Candidate must also have excellent detail and organizational skills.

Responsibilities

Orientation Prep and Execution – 40%

- Help with the prep and organization of all Orientation materials
- Assist coordinator on the day of Orientation with duties as assigned
- Assist in Bridge Office for day of prep for Orientation
- Help with Orientation Ambassador training before and during Orientation
- Create presentations
- Assist with Orientation Ambassadors and oversee the Student Panel presentation

Academic Support/Programing – 40%

- Assist coordinator with Information Sessions
- Assist with various workshops throughout the academic year
- Assist with various meetings and transcript review though out the academic year
- Support for Administrative Assistant with various office tasks and projects
- General office duties such as phone calls and email

Social Media Management – 15%

- Create and post social media announcements
- Provide consistent support for follower engagement

Other duties as assigned - 5%

- Other duties as assigned within Bridge Program Office and Tri-County Technical College purview

Other Requirements/Expectations

- Ability to work 25 hours per week during the fall, spring and summer semesters, with the availability to begin work May 2019 to prepare for summer Bridge to Clemson Orientation
- Willingness to work evening hours as needed for various meetings and programs
- Enroll in a minimum of nine credit hours for the fall and spring semesters and three hours for each summer semester to be eligible for the assistantship
- Ability to use work time effectively in a professional and accurate manor in order to complete assigned tasks and responsibilities.

Compensation/Benefits

- \$14,000 stipend for 12 months
- Reduced tuition benefit
- Ability to obtain experience in orientation, and student academic success programs

Supervisor

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