OVERVIEW OF THE BRIDGE TO CLEMSON PROGRAM

The Bridge to Clemson program (Bridge) is a selective academic transfer pathway program offered to academically talented first year students through an invitation-only process and is not a college access program. Through a collaborative partnership between Clemson University (Clemson) and Tri-County Technical College (Tri-County), students begin their academic journey with a strong first-year academic experience at Tri-County (four miles from the Clemson campus). The Bridge program includes targeted academic advising, student support services and a live-on student life experience. All services are designed to help Bridge students succeed and engage both inside and outside the classroom. Bridge participants enroll in Tri-County classes during their freshman year before transferring to Clemson for their sophomore year. Bridge to Clemson residents are housed on campus within our Lightsey Bridge and Calhoun Courts apartment communities. Approximately 1,000 students are expected to enroll in the program for the 2020-2021 academic year.

POSITION DESCRIPTION

The graduate assistant (GA) position is a 12-month, 20 hours per week position for the 2020-2021 academic year (August 2020-August 2021). This position has the option for a second year, if approved at the end of the first year. The GA works closely with Bridge to Clemson Program staff to facilitate the successful delivery of academic advising sessions, transition workshops, academic coaching and support programs, outreach to students flagged for academic difficulty in our recovery program, and assessment of academic advising and support events. Large scale student transition programs include Bridge Convocation in August of each academic year. The GA works collaboratively with Clemson and Tri-County Bridge program staff to deliver the tools and services students need to succeed academically and interpersonally during their Bridge year. The GA position has academic support and/or student involvement/engagement responsibilities with the Bridge students and Bridge Leadership Academy. The GA reports to the Associate Director of the Bridge to Clemson program.

RESPONSIBILITIES

Advising Related
• Advise, once trained, Bridge to Clemson students on course selections, assist with major/degree exploration, and troubleshoot academic difficulties.
• Communicate advising resources to Bridge to Clemson and Academic Recovery students.
• Plan programming to connect Clemson and Tri-County advisors.

Academic Success Related
• Plan academic support programs that can assist students in meeting Bridge academic requirements.
• Create and deliver proactive outreach messaging to students in Academic Recovery program.
• Design student engagement and involvement programs that foster involvement on the Clemson and Tri-County campuses.
• Develop and deliver Bridge communications and social media relating to academic success.
• Assist with orientation activities.
• Other duties as negotiated (to be determined by the needs of the Bridge program and the GA's professional interests).
BRIDGE TO CLEMSON
Graduate Assistant for Academic Advising & Success Initiatives

POSITION REQUIREMENTS AND QUALIFICATIONS
Applicants must be applying to, accepted, or enrolled in a Clemson University graduate degree program. Preference will be given to candidates who are (or intend to be) enrolled in the Master of Education in Student Affairs degree program, or the Ph.D. program in Educational Leadership. The Graduate Assistant will be required to do the following:

- Be available to work 20 hours per week during the fall, spring and summer semesters. Availability to begin work in early August 2020 (or sooner) strongly desired.
- Work evening and weekend hours as required to support student leadership groups or other associated transfer groups; and
- Maintain enrollment in a minimum of nine credit hours for the fall and spring semesters and a minimum of three credit hours for each summer session or 6 credit hours in the long summer session.

The successful applicant for this position has interest in, or experience with, academic support programs, academic advising and/or academic coaching at a two-year or four-year institution, housing and residence life, new student programs, or orientation. Other desired knowledge, skills and abilities include the ability to, or experience with:

- Effectively lead and manage undergraduate student employees;
- Knowledge of effective pedagogical and instructional strategies to foster learning;
- Work collaboratively with other team members;
- Plan, organize, schedule and deliver student services and programs;
- Communicate effectively with students, faculty and staff;
- Collect and manage large amounts of data in an accurate and functional manner; and
- Proficiently use Google Docs, Canvas, Microsoft Word, Excel, Power Point and Canva.

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
Gretchen Waugaman, Associate Director of the Bridge to Clemson Program
Clemson University, gretchw@clemson.edu, 864-656-1681

Updated 11/18/19