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 reporting to the Associate and Assistant Directors of the Bridge to Clemson Program. The GA will work collaboratively with the full-time staff to deliver comprehensive academic support services to students in the Bridge to Clemson program. The GA will assist with the recruitment, selection, training and evaluation of undergraduate Community of Practice (COP) and Supplemental Instruction (SI) leaders, scheduling of SI sessions, data collection, and general program evaluation and assessment. The GA will have the opportunity to assist with drop-in academic advising sessions offered weekly to Bridge to Clemson students.

RESPONSIBILITIES

1. Oversee and mentor leaders participating in the Supplemental Instruction program.
2. Collaborate with full time staff to recruit, train, and supervise Community of Practice (COP) and Supplemental Instruction (SI) Leaders.
3. Collaborate on the development and implementation of comprehensive training program for COP & SI leaders based on the UMKC Supplemental Instruction model.
4. Observe SI leaders to ensure adherence to the SI model and to provide constructive feedback for enhancing SI leader development.
5. Oversee the scheduling of SI sessions.
6. Co-instruct CU 1110 with full-time staff, an introductory course on SI model for new leaders, with course presentations, grading, and other course tasks as assigned.
7. Oversee SI semesterly assessment of SI program through the evaluation of attendance data and faculty/student surveys.
8. Assist with Bridge orientation activities.
9. Other duties as negotiated (to be determined by the needs of the Bridge Program and the interests of the GA).
BRIDGE TO CLEMSON
Graduate Assistant for Supplemental Instruction & Academic Support

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- or four-year institution, housing and residence life, new student programs, or orientation, other desired knowledge, skills and abilities include being able to

• 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 and schedule SI sessions and other student services 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
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