

Preston Residential College

Graduate Assistant for Marketing

Employer Name	Preston Residential College
No of Openings	1
Hours per Week	20
Type of Pay	Salary
Amount of Wage/Salary	\$10,300
Are there any out-of-pocket expenses for applicants/hires?	Yes 50% housing costs, option to purchase meal plan at a discount
Benefits Provided	Yes
Description of Benefits	<ul style="list-style-type: none">• 2 dinners per month (Monday through Thursday) in Preston Dining Hall OR a discounted meal plan• 50% off on-campus housing within Preston Residential College (private room and bath)• Modest professional development funds

Job Description Preston Residential College is searching for a creative, hard-working team player with a sense of humor. This is a live-on position with no duty or on-call requirements. The Preston Residential College Graduate Assistantship is traditionally a two-year position. Continuation of the GA is based on a satisfactory performance evaluation by the Assistant Principal and mutual agreement to renew position.

About Preston

Reporting jointly to University Housing and the Office of the Provost, Preston Residential College is a creative and vibrant community open to all undergraduates and to all academic majors on the USC-Columbia campus. With longstanding traditions, innovative programming, student initiatives, faculty mentoring, and a unique dining facility, Preston Residential College fosters a dynamic living and learning environment that promotes intellectual exchange, leadership development, social interaction, and creative expression beyond the traditional confines of the classroom.

Responsibilities

1. Advise the Literary Society and oversee production of annual literary journal, *Bellwether*
2. Create and distribute weekly newsletter
3. Manage Preston Residential College official social media (Facebook, Twitter, and Instagram) and assist in all marketing efforts
4. Work with Assistant Principal for website update and maintenance
5. Create info sheet for various programs within Preston Dining
6. Assist Business Manager with event calendar requests
7. Create, design, and edit Preston Magazine
8. With information and inspiration from Preston organizations, design all promotional items
9. Work with Assistant Principal on alumni outreach and development projects
10. Serve as or supervise Preston photographer
11. Perform other duties as assigned

Remuneration and Benefits

- The length of service determines the GA salary:
 - First year GA will receive \$10,300
 - Second year GA will receive \$10,800
- Discounted on-campus housing within Preston Residential College (private room and bath, with 50% off housing)
- Modest professional development funds
- Office space and supplies, and email are provided

Conditions of Employment

1. The Preston Graduate Assistant will participate as a member of the Preston Residential College Leadership Team and assist in its overall operations
2. Attend all staff meetings, meet once a week with Assistant Principal and participate in staff development activities
3. Maintain professional role and attitude in relation to students, staff and faculty and all times
4. Participate in periodic evaluations of individual student leaders, programs, committees, and overall organization
5. Attend and participate in assigned trainings and meetings (including but not limited to: University Housing Fall training, Community Education Team meetings, Division meetings, committee meetings)
6. The Graduate Assistant will support, implement, and enforce University Policies and procedures and serve as a role model in abiding by these policies.
7. Failure to perform duties as stated, failure to abide by policies, and misuse of authority of position may lead to immediate dismissal.

Qualifications The Preston Graduate Assistant will have completed an undergraduate degree and be pursuing an advanced degree. The Preston Graduate Assistant must demonstrate interpersonal and relationship-building skills and a sincere concern for others, as well as strong organizational and administrative skills. The Preston Graduate Assistant must have strong group facilitation skills, and the ability to advise and meet the needs of student groups and individuals. Flexibility and the ability to manage multiple projects and activities, as well as the willingness to learn new skills are imperative.

Application Instructions Please visit our website at <http://preston.sc.edu> to learn more about our wonderful community!

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