Graduate Assistant Job Description

General Description
USC Connect is the University of South Carolina’s comprehensive initiative to enhance undergraduate education and build a culture of integrative and experiential learning. We promote student opportunities to engage beyond the classroom and to synthesize and apply learning across experiences. Our program is unique in that the initiative reaches beyond the Columbia campus to the Lancaster, Salkehatchie, Sumter, and Union campuses. Graduation with Leadership Distinction (GLD) is the signature program of our initiative, which recognizes students for significant engagement and learning. Working under the direct supervision of the Assistant Director of USC Connect, the Graduate Assistant is an essential member of the USC Connect team. Our office is seeking applicants interested in one on one student interaction with students at all stages of their college experience, who is comfortable presenting in front of small and large groups, who demonstrates willingness to share feedback and brainstorm new ideas, and who contributes to a professional environment as we look to continuously improve our office’s services.

The Graduate Assistant (GA) in our office will gain experience providing undergraduate students substantive feedback and help with their drafting processes as well as an opportunity to work with academic and student affairs professionals across the university. The following departments are areas we work with on a regular basis: Leadership and Service Center, Study Abroad Office, Career Center, Student Success Center, Office of Multicultural Student Affairs, and the Office of Undergraduate Research. The GA in this office will gain significant experience in: one on one and group advising, providing extensive feedback on student reflection and writing, curriculum development, outreach to students, assessment practices, and program planning.

Specific Responsibilities include:

• Advise students on Graduation with Leadership Distinction (GLD) and ePortfolio process in 1:1 and group settings
  o Includes helping with idea generation, writing development and organization, and providing feedback on student work
• Work collaboratively with the USC Connect staff in supporting our efforts from welcoming and responding to drop-in questions to participating and potentially leading activities in such areas as:
  o Coordinating systemic outreach to student organizations promoting USC Connect initiatives
  o Presenting to faculty, staff, and student organizations to promote the GLD initiative
  o Assisting with verification, data collection, and assessment efforts
  o Attending university and prospective student events as needed

Specific duties take into consideration the interests and strengths of the successful applicant as well as the needs of the office.

Requirements and Qualifications:
Graduate Assistants should be enrolled in a graduate degree program at the University of South Carolina. As a staff member, the graduate assistant must be able to work independently to maintain their advising, meeting, presentation, and project schedules, as well as assist with programs and events. Preferred qualifications include:

• Ability to communicate effectively both verbally and in writing to various populations
• Leadership and interpersonal skills that are transferable to advising, management, and program development
• Willingness to learn new skills

Compensation:
The USC Connect GA averages 20 hours a week, and occasional evening and weekend work is required. The GA will be under the supervision of the Assistant Director and will receive a $9,000 stipend during their first year and with a preference for a 2-year commitment to the position $10,000 during the second year. Tuition assistance of $2,500 per semester will be provided by the program. Anticipated start date is August 14, 2019, and anticipated end date is May 1, 2020.

Contact Information:
To further discuss job components or ask questions, please contact Theresa Harrison, Assistant Director, USC Connect, at 803-777-4500 or HARRI642@mailbox.sc.edu.

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