



Division of

# STUDENT AFFAIRS

## Graduate Assistant Position Description

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**Assistantship Title:**

**Department/Office:**

**Division/College:**

**Supervisor Name(s):**

**Supervisor Title(s):**

### Employment Details

**Length of Employment:**

9-month      10-month      12-month

**Average Hours Per Week (Not to Exceed 28 hours per week):**

20 hours      25 hours      28 hours

Other (fill in):

**Typical Work Hours Each Week:**

**Required Start and End Dates:**

- 1<sup>st</sup> Year –
- 2<sup>nd</sup> Year –

*For example:*

- 1<sup>st</sup> Year – August 1, 2024 – May 2, 2025
- 2<sup>nd</sup> Year – August 1, 2025, Year – Last day of spring exams

**Flexibility with Employment Details (select choice that best corresponds to the expectations of the position):**

<b>Average Hours Per Week</b> <i>(understanding fewer than the number above will result in a lower stipend and hours cannot exceed 28 hours)</i>	<b>Start Dates and End Dates</b> <i>(within a few days of what is stated)</i>	<b>If start date is before August 1, will supervisor consider a candidate who cannot start until after August 1?</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Not Applicable

**Expectations (if any) to Work Beyond Classes and Exams ([University Academic Calendar](#)):**

**Expectations of Sick and Vacation Time:**

**Overview of Position**

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**List of Duties and Responsibilities:**

Primary **ACPA/NASPA Competencies** a GA Will Develop:

Methods for Feedback and Evaluations:

### Qualifications

Required Qualifications:

Preferred Qualifications:

### Financial and Professional Development Information

Annual Stipend:

Tuition Remission: Yes No

Additional Remuneration and Benefits (for example: workspace, computer/laptop, housing, etc.):

**Standard Professional Development Opportunities:** All graduate assistants will have access to no-cost professional development opportunities via Tiger Training, Grad 360, Academic Impressions, and Percipio.

**Additional Professional Development Opportunities/Funding:**

## Additional Information

### Remote Work Options (if any):

### Department/Office Information:

## For All Assistantships

Per Clemson University Office of Human Resources: Clemson University is an AA/EEO employer and does not discriminate against any person or group on the basis of age, color, disability, gender, pregnancy, national origin, race, religion, sexual orientation, veteran status or genetic information. Clemson University is building a culturally diverse faculty and staff committed to working in a multicultural environment and encourages applications from minorities and women.

The College of Education is committed to providing all candidates with purposeful, challenging, and diverse experiences. It is through a range of diverse, carefully constructed, and challenging classroom-based instruction and field-based experiences that candidates will recognize the inherent dignity and value of all individuals, promote equity in education, and advocate on behalf of children, families, and communities.

To support the academic program's integration of the [ACPA/NASPA professional competencies](#) throughout its courses, assistantship providers also integrate them and ones outlined by their respective functional area associations into their experiences. This intentional partnership helps students become:

- **Informed Practitioners** who apply research and scholarship to individual contexts and broader learning environments.
- **Active Practitioners** who engage in service and professional development at the campus, local, state, regional, and national levels.
- **Introspective Practitioners** who make ethical and critical decisions in pursuit of just and equitable experiences and environments.
- **Collaborative Practitioners** who create, implement, and support equitable opportunities and environments to address emerging issues in community with others.