The Campus Life Enrichment Committee (CLEC) recommends and funds campus programs of a cultural nature such as performances, speakers, and exhibits. The committee of students and faculty meets twice a year to review proposals and allocate funding. All administrative duties are the responsibility of the Graduate Assistant who is overseen by the Associate Provost/CLEC Chair.

These duties include, but are not limited to:

1. Scheduling committee meetings
2. Meeting with the chair on a regular basis.
3. Keeping CLEC meeting minutes
4. Communicating effectively with committee members which include students and faculty
5. Notifying proposers of their proposal status (award/no award)
6. Facilitating paperwork from awardees
7. Keeping records of paperwork from awardees
8. Fielding questions from proposers
9. Sending out the call for proposals
10. Managing the spreadsheets for voting
11. Recording the votes for proposals
12. Managing the form for proposals
13. Disseminating information to committee members
14. Drafting correspondence read by all levels within the university
15. Basic knowledge of Microsoft Excel and Word programming
16. Understanding of data processing
17. Other duties as assigned

Please contact the Graduate Assistant for CLEC via email (clec@georgiasouthern.edu) with your resume and cover letter.