Campus Life Enrichment Committee (CLEC) Graduate Assistantship

The Office of the Provost and Vice President for Academic Affairs invites applications for the Campus Life Enrichment Committee (CLEC) graduate assistantship position. CLEC, funded through Student Activity Funds, disburses monies through a competitive process to institutional programs of a cultural nature such as performances, speakers, and exhibits. The committee, comprised of four faculty members and four students, meets twice a year to review proposals and award funding. All administrative duties are the responsibility of the graduate assistant who is supervised by the Vice Provost.

These duties include, but are not limited to:

- scheduling CLEC committee meetings (using Doodle polls);
- meeting with supervisor and/or CLEC chair on a regular basis;
- writing minutes of CLEC meetings;
- communicating clearly with committee members;
- notifying proposers in writing of their proposal status (award/no award);
- processing budget paperwork from awardees;
- maintaining records of paperwork from awardees;
- fielding questions from proposers;
- monitoring the CLEC email account;
- sending out the call for proposals;
- maintaining spreadsheet documenting budget expenditures;
- requesting and tracking receipt of final reports from funded events;
- managing the SharePoint site for proposals; and
- drafting the annual report.
- Other duties as assigned.

Required qualifications:

- Basic knowledge of Microsoft Excel and Word
- Effective communication skills both oral and written

Preferred qualifications:

- Basic knowledge of SharePoint

Screening of applications begins June 1, 2018, and continues until the position is filled. Position starting date August 6, 2018. Position is for the 2018-2019 academic year with possibility of summer employment and renewal for the following academic year based upon satisfactory performance and available funding. If interested, please email your current résumé and cover letter addressing your qualifications related to the position duties to the CLEC email account at clec@georgiasouthern.edu.