

Individualized PD for Position: Staff Assistant Study Abroad Programs

| <p>Job Summary: The staff assistant will provide support to the faculty lead related to the student services and program management for the study abroad program.</p> | | |
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| Job Duties | % of time | Essential/Non-Essential |
| <p>Student Services Coordination: Provide support to students on-site including but not limited to the following: 1) participating in program related activities 2) facilitating reflective exercises in collaboration with the faculty lead 3) facilitating activities such that students maintain behavior and academic expectations of the program 4) assisting the faculty lead in coordinating emergency response as needed</p> | 45% | Essential |
| <p>Program Management: Provide programmatic support to the faculty lead including: 1) managing students on field sites and work groups 2) accompany students to field sites and related course activities and documenting participation 3) Providing a detailed program review at the conclusion of the program</p> | 35% | Essential |
| <p>Compliance: Assist the faculty leader in ensuring compliance with the following areas: 1) Title IX and Clemson Health, Safety and Risk Management policies including FERPA, HIPAA, and ADA 2) Complete incident reports within 24-48 hours of an incident on-site 3) Attend Clemson Abroad's Title IX, and Health, Safety, Risk Management workshops</p> | 15% | Essential |
| <p>Public Relations: Assist Clemson Abroad in providing opportunities for showcasing the program including: 1) collection of videos, photos, and student testimonials of the program</p> | 5% | Essential |