1967 Legacy Program Graduate Program Assistant

Description of the 1967 Legacy Program:

The Legacy 1967 Program aims to improve the recruitment, retention, graduation and workplace success of Black students through scholarships, enhanced and extended education support, and professional preparation, as well as research the experiences of the Black trailblazers who contributed to the College. For more information, see 1967 Legacy Program.

Program Assistant Duties
Under the direction of the 1967 Legacy Program Director, the graduate program assistant is responsible for working with Legacy Scholars to plan community service opportunities, managing check requests, as well as travel and expenditure forms for the program, performing administrative tasks, and assisting with various projects related to the implementation of the program. This includes, but is not limited to the following:

- Secure locations for pro-seminar meetings, site visits, and internships
- Maintain our blog site as well as social media accounts for the 1967 Legacy Program, including Instagram, Twitter, and Facebook
- Help manage the supplemental instruction and tutoring schedules of Legacy Scholars
- Help with photographing events and create an annual digital scrapbook of program activities
- Maintain a record of attendance and active participation for all Legacy Scholars each semester
- Prepare and distribute weekly updates about the upcoming events, meetings, and other related matters to Legacy Scholars
**Requirements:**

- Must demonstrate a record of strong academic achievement, leadership/community involvement, interest in Black history and culture and good interpersonal skills.
- Must submit a resume, the names and contact information of two references, and a 150-300 word statement of interest in the program.
- Please email your resume, recommendation letter and statement of interest to frazierv@cofc.edu by November 30, 2021.
- Contact Dr. Valerie Frazier (via email frazierv@cofc.edu or via cell 843-478-2310), Director of the 1967 Legacy Program, with any questions.

Compensation: $21 per hour

**Start date: January 10, 2022**