# Faculty and Program Support Specialist - Department of Finance

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**Type:** Full-Time
**Salary:** $39,764 - $50,000 per year
**Posted:** 16 days ago
**Category:** Faculty Affairs




**Faculty and Program Support Specialist - Department of Finance**

**Location:**
**Open Date:**

**Description**

**WELCOME TO CLEMSON!**

Clemson is calling...are you ready to answer the call?

One of the most productive public research universities in the nation, Clemson University attracts and powerfully unites students, faculty and staff whose greatest desire is to make a difference in the lives of others.

Clemson has recently been named a top 25 public college in the country by the Wall Street Journal, a top South Carolina employer by Forbes and a Military Friendly Employer for five years running. Through our research, outreach and entrepreneurial projects, Clemson University and its employees are driving economic development and improving quality of life in South Carolina and beyond.

So,... are you ready?

**JOB SUMMARY:**

The Faculty and Program Support Specialist provides administrative and programmatic support to the Department of Finance. This position plays a central role in advancing the department's teaching, research, and student engagement activities by assisting faculty, supporting student services, and coordinating departmental communications. The specialist will manage key administrative functions, maintain program records and documentation, and serve as a point of contact for faculty, students, alumni, and external partners. In addition, the position supports signature departmental initiatives such as the Master of Science in Finance program and the Melvin and Dollie Younts Trading Room, contributing to the success of both academic and co-curricular programming. This is a dynamic role that offers the opportunity to work closely with faculty, students, and alumni while supporting the department's continued growth and impact. Other duties as assigned.

**JOB DUTIES:**

35% - Essential - Administrative Support
Provides broad administrative support to the department chair and associate/assistant chair, including managing departmental records, calendars, and files; scheduling meetings; and coordinating with colleagues across the college and university, and other administrative duties as assigned. Responsibilities also include processing paperwork and forms, maintaining program documentation, and overseeing departmental communications. The specialist maintains the department's website, creates and schedules social media content, drafts and distributes newsletters, manages the alumni database, and supports alumni engagement and outreach initiatives.

20% - Essential - Undergraduate Program Support
Provides administrative and logistical support for the department's undergraduate programs and related student engagement initiatives. Assists faculty and staff advisors of student organizations with event planning, coordination, and communications to ensure the smooth execution of co-curricular activities. Supports departmental and college-wide undergraduate programming, including faculty-led study abroad courses, networking trips, employer

recruiting events, guest speaker visits, and industry-sponsored activities. Collaborates with the college's Director of Recruitment, Events Director, and Director of Academic Advising to provide departmental assistance for undergraduate programs and events as needed.

20% - Essential - MS Finance Program Support
Provides support to the Master of Science in Finance program by assisting with student services, including processing registration requests, maintaining student records, tracking program progression, scheduling advising appointments, and answering routine student inquiries. Coordinates program communications such as website updates, newsletters, and social media content in alignment with departmental outreach. The specialist also assists with orientation logistics and materials, ensuring effective onboarding for new students.

20% - Essential - Trading Room Program Support
Provides administrative and logistical support for activities in the Melvin and Dollie Younts Trading Room. Duties include scheduling visits, assisting guest speakers, and coordinating student trips and events. This responsibility may occasionally require evening or off-campus commitments.

5% - Essential - Additional duties
Provides front-desk coverage in the absence of student workers by greeting and assisting visitors, including students, faculty, staff, and industry partners, while balancing other assigned duties.

**MINIMUM REQUIREMENTS:**

Education - 1st Bachelor's Degree

Work Exp 1+ years with knowledge of Microsoft Office Suite and ability to learn other software and social media platforms.

**PREFERRED REQUIREMENTS:**

1+ years related work experience

Knowledge of Microsoft Office Suite, common presentation software (Canva, Adobe), and social media platforms, and AI tools (Grammarly, ChatGPT, CoPilot)

**RESPONSIBILITIES**

JOB KNOWLEDGE
Firm Job Knowledge - Firm working knowledge of concepts, practices and procedures and ability to use in varied situations

SUPERVISORY RESPONSIBILITIES
No Supervisory Duties - Not responsible for supervising employees.

BUDGETARY RESPONSIBILITIES
No Budget Responsibilities - No fiscal responsibility for the department's budget.

**PHYSICAL REQUIREMENTS:**

15% - Stand for prolonged period
10% - Sit (stationary position) for prolonged period
15% - Walk or move about
90% - Communicate, converse, give direction, express oneself

**WORKING CONDITIONS:**

No Work Conditions

**WORK SCHEDULE:**

Standard Hrs: 37.5

**COMPENSATION INFORMATION**

Expected Salary Range: $39,764 - $60,000

Salary is dependent upon several factors including, but not limited to, a candidate's previous experience, knowledge, skills and performance in accordance with Clemson's compensation guidelines.

**ESSENTIAL PERSONNEL LEVEL**

Normal Operations

Required to follow emergency facility closure directives, and not normally expected work on-site during emergency situations.

**JOB LOCATION:**

Clemson, SC

**APPLICATION DEADLINE:**

- Extended deadline and position is open until filled
- Next committee review date: 01/09/26

**MILITARY AND VETERAN:**

MILITARY EQUIVALENCY:
Clemson University is proud to allow educational equivalency for military technical certifications and trainings that directly relate to the job duties.

VETERAN PREFERENCE:
South Carolina is making our Veterans a priority for employment in state agencies and institutions.

State policy for veteran preference states that for qualifying, full-time permanent positions, a veteran applicant may receive preference if they meet the job's minimum qualifications, were discharged under honorable conditions from the military, and submit their DD-214 for confidential review by the Office of Human Resources.

To claim Veteran Preference for qualifying positions, email hrjob@clemson.edu upon submission of your application.

**CLOSING STATEMENT:**

Clemson University is an EEO/AA employer. Employment decisions are made without regard to characteristics protected by applicable law including disability and protected veteran status.

**Qualifications**

**Application Instructions**

**For more information and to apply, visit https://jobs.clemson.edu/psc/ps/JOBS/EXT/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&SiteId=1&FOCUS=Applicant&JobOpeningId=110026&PostingSeq=1**

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