

Graduate Student Worker: The Haslam Scholars Program

The Haslam Scholars Program seeks to hire a one-half time (20 hours/week) Graduate Student Worker to assist in the coordination of The Haslam Scholars Program for the 2017-2018 academic year.

Given the urgent need for the position, the position would start immediately and preference will be given to candidates who apply as soon as possible.

The mission of The Haslam Scholars Program is to foster intellectual curiosity and engage the moral sensibilities of scholars through curricular and co-curricular experiences. The Program offers an exclusive curriculum, a shared study-abroad experience, independent research support and one-on-one access to leading faculty members, which cultivate outstanding scholars and instills in them a desire for life-long learning and inquiry. Haslam Scholars will demonstrate a strong commitment to scholarly pursuits and use their abilities to influence public discourse on questions that shape society.

The successful candidate must:

- Be a student enrolled in a graduate program at the University of Tennessee, Knoxville.
- Have a cumulative GPA of 3.0 or higher
- Make reasonable progress towards their graduate degree program requirements
- Demonstrate time management skills to work on several projects simultaneously
- Communicate effectively

Compensation:

- \$15/hour payable in equal bi-monthly installments
- No additional benefits accrue with this position

Duties and Responsibilities:

- Assist the Associate Director in the administration of the Haslam Scholars Program
- Assist with planning, coordinating, and implementation of HSP events and activities sponsored by the Haslam Scholars Program, including The Haslam Scholars Selection Weekend, Commencement, the annual retreat and other HSP events and activities
- Coordinate with Honors Communications Coordinator to manage weekly HSP communications and announcements
- Maintain academic record keeping such as lecture attendance and community service hours
- Assist with writing and distribution of program newsletter
- Attend monthly staff meetings
- Attend and plan weekly academic lectures with prominent UT faculty and professor
- Maintain flexible work schedule in order to assist with and attend evening and weekend events
- Perform other duties as assigned

The graduate student worker may not hold a graduate assistantship or any other university position concurrent with this position.

To apply, please submit a cover letter and CV to sturne31@utk.edu. Preference will be given to candidates who apply early and the review of applications will start immediately.