Position Title: Graduate Assistant for Undergraduate Research
Location: Office of Undergraduate Research, Office of Research and Engagement

Mission: The mission of the Office of Undergraduate Research is to ensure all students are provided the opportunity for academic engagement through research-based, experiential learning experiences.

Summary of Position: The Graduate Assistant is responsible for assisting with the coordination, implementation, and assessment of student activities and programming within undergraduate research. Students from any program, department, or college may apply; however preference will be given to students pursuing a master’s degree in college student personnel or a Ph.D. in higher education administration.

Student Outreach and Engagement:
- Plan, organize, lead and facilitate undergraduate research seminar series
- Meet with students and provide counseling and guidance on pursuing undergraduate research
- Attend campus events requiring an undergraduate research table, including admissions events, Sophomore Step-Up, Housing, and others as needed.
- Assist with the execution and growth of Research Week and EURêCA
- In collaboration with Director, advise the Undergraduate Research Student Association
- Maintain social media accounts, website, and EXPLORE! database
- Assist in the creation of new events and activities to highlight and promote undergraduate research
- Assist in implementation of the Quality Enhancement Plan as it relates to undergraduate research
- Partner with campus organizations and departments

Assessment & Research:
- Assess undergraduate research programs/initiatives and prepare semester/annual reports
- Research best practices and innovative applications of undergraduate research in higher education
- Benchmark peer and aspiring-peer undergraduate research programs and offices
- Provide input into office goals and strategic planning

Salary/Benefits:
- Tuition Waiver (student fees not included)
- Monthly Stipend
- Graduate Student Health Insurance
- 20 Hours per week; 9 or 12 Month Appointment available; At will position
- Must be a full time graduate student seeking an advanced degree

Position begins in January 2018, ends in May 2018 and is renewable based on performance. Deadline: Applications accepted immediately. Review of applications will continue until the position is filled. For questions and to apply, send cover letter, resume and names and contact information for 3 references as email attachments and include your last name and Graduate Assistant in the subject line to ugresearch@utk.edu.