



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

CHANCELLOR'S
HONORS PROGRAM

GRADUATE STUDENT ASSISTANT

The Chancellor's Honors Program (CHP) seeks to hire a graduate student assistant who will assist with program administration and event planning. This position will work closely with the program's Associate Director and will interact with other university administrators and faculty members on a regular basis.

COMPENSATION

Graduate student assistant will be expected to work 15 hours per week during the school year and for some weeks (specific dates negotiable) in the summer, for a total of 40 weeks per calendar year. Pay rate is \$15 per hour.

DUTIES AND RESPONSIBILITIES

- Administer student co-curricular requirements (e.g. Ready for the World, E-portfolio, Student Passport)
- Oversee Becker Seminar planning and attend key events
- Assist with planning of program wide events, e.g. spring commencement
- Design and distribute flyers for CHP events and courses
- Assist with communications efforts (i.e. program Blackboard site and website)
- Assist with program assessment initiatives
- Attend program staff meetings
- Perform other duties as assigned

A SUCCESSFUL CANDIDATE MUST

- Be a current UTK graduate student in good standing
- Have strong organizational and communication skills
- Preferably, have experience working in an office environment with some knowledge of websites and databases

Interested applicants should submit a cover letter and resume to Associate Director Rebekah Page, rjpage@utk.edu. Reviews will begin immediately and successful applicant will be expected to begin work in January 2017.

