



THE UNIVERSITY OF  
**TENNESSEE**  
KNOXVILLE

## **Graduate Teaching Assistant for Undergraduate Research**

**TERM OF APPOINTMENT:** This is a 12-month Graduate Assistant position, beginning August 1, 2018 and ending on July 31, 2019 (at will).

**HOURS:** 20 hours each week for the term of the appointment.

**COMPENSATION:** The salary is \$1,200/month plus tuition waiver and health insurance.

**JOB REQUIREMENTS, RESPONSIBILITIES, AND TASKS:**

### **Student Outreach and Engagement:**

- Plan, organize, lead and facilitate undergraduate research seminar series
- Serve as office lead in planning research Day with UT Admissions
- Assist with Introduction to Research Methods courses taught through the office
- 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 EURēCA
- In collaboration with Director, advise the Undergraduate Research Student Association
- Maintain social media accounts, website, and EXPLORE! Database (with help from student communication intern)
- 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 to promote undergraduate research

### **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
- Manage data upload process for student involvement in undergraduate research
- Provide input into office goals and strategic planning

### **Responsibilities and Tasks:**

Responsibilities include, but are not limited to:

- Attend weekly staff meetings and any related training or staff development activities;

Office of Undergraduate Research | Office of Research & Engagement  
1534 White Avenue Knoxville, TN 37996-1529  
865-974-8560 865-974-7400 fax [ugresearch.utk.edu](http://ugresearch.utk.edu)

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Flagship Campus of the University of Tennessee System 

- Assist with the coordination, implementation, and assessment of student activities and programming within undergraduate research
- Other duties as assigned. We are a growing office, and new responsibilities are likely to emerge in the coming year.

**A SUCCESSFUL CANDIDATE MUST**

- Be a current or incoming UTK graduate student in good standing
- Have strong organizational and communication skills
- Preferably, have experience with undergraduate research
- 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 [ugresearch@utk.edu](mailto:ugresearch@utk.edu). Applications will be accepted immediately and reviews will begin March 23, 2018, continuing until filled. The successful applicant will be expected to begin work August 1, 2018.