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;
• 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. 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.