Graduate Research Assistant

Position Description
The Graduate School is seeking to fill a 12-month Graduate Research Assistantship position that includes a tuition and fee waiver, health insurance, and stipend. The position requires a currently enrolled graduate student in good standing who is able to commit 20-hours per week in-office to the assignment.

Duties
Duties include, but are not limited to the following: collecting and analyzing data; assisting with the preparation of materials for classes and/or meetings; conducting library and computer research; assisting with special events and day-to-day Graduate School customer service; and other duties as assigned. The student who fills this position must be self-motivated and possess excellent oral and written communication skills, with an emphasis on customer service and organizational skills. Must have a strong attention to detail, with proficiency in a variety of software including OneDrive, Microsoft Word, Excel, and Access. Previous office and/or customer service experience preferred.

Application Process
Apply by submitting a cover letter, resume, and contact information for 3 references to Ms. Millie Cheatham, Office Manager, mcheatha@utk.edu with the subject line “GRA Application: <Insert Your Name Here>. Preferred start date is June 1, 2018.

All qualified applicants will receive equal consideration for employment and admission without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, genetic information, veteran status, and parental status. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the university. Inquiries and charges of violation of Title VI (race, color, and national origin), Title IX (sex), Section 504 (disability), the ADA (disability), the Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity, 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone 865-974-2498. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.