Graduate Student Worker: PiPES and ASPIRE Programs

The PiPES and ASPIRE Programs seek to hire a Project Manager (15 hours per week) to assist with program coordination for the 2018-2019 academic year.

PiPES: Possibilities in Postsecondary Education and Science is an NIH-funded program that delivers a multi-week curriculum to increase college-going and interest in STEMM (Science, Technology, Engineering, Math, and biomedical Sciences) for rural Appalachian youth. More information is available at http://pipes.utk.edu. ASPIRE: Appalachian Students Promoting the Integration of Research in Education is an NSF-funded program that provides financial support, mentoring, and research opportunities for rural Appalachian college students with demonstrated financial need. More information is available at http://aspire.utk.edu. The two programs work together under the direct supervision of Drs. Erin Hardin (Psychology) and Melinda Gibbons (Counselor Education).

The successful candidate must:

- Be a student enrolled in a graduate program at the University of Tennessee, Knoxville (as of 8/1/18)
- Be highly organized with strong attention to detail
- Demonstrate strong social and technical skills
- Be able to begin on 8/1/18

Compensation:

- $15/hour payable in monthly installments
- No additional benefits accrue with this position

Duties and Responsibilities:

- Manage scheduling for program interventions
- Coordinate all program activities
- Serve as liaison to program stakeholders, including UTK faculty and students, high school administrators and counselors, high school students and parents
- Manage websites
- Attend weekly program meetings (Friday mornings)
- Perform other duties as assigned
The graduate student worker may not hold a graduate assistantship or any other university position concurrent with this position.

To apply, please submit a CV or resume by April 18, 2018 to Melinda Gibbons at mgibbon2@utk.edu.