

**2018-2019 Graduate Teaching Assistant Position Description
Commuter Student Engagement**

Department Website: <http://commuter.utk.edu/>

Department Mission Statement: Commuter Student Engagement is committed to providing resources and services to support commuter students and their experiences.

Job Requirements/Qualifications:

- Enrolled in Graduate School at the University of Tennessee, Knoxville. Preference is given to students in the College Student Personnel program pursuing a career in higher education/student affairs.
- Excellent marketing, writing, research, program planning, communication, and customer service skills.
- Dedication to working with off-campus and commuter students.

Responsibilities and Tasks:

- Assist in the overall planning, marketing and implementation of all Commuter Student Engagement programs for 20,000 commuter students.
 - Welcome Week events (TBD)
 - Commuter Appreciation
 - First-Year Commuter Program
 - Housing Fairs
- Develop assessment instruments to evaluate programs and services and analyze data to provide recommendations to support the commuter student experience.
- Coordinate student-led commuter group, with duties pertaining to planning, coordinating, and supervision of all activities and initiatives.
 - Develop learning outcomes for student participants.
 - Develop timeline and a comprehensive plan for student recruitment, interest sessions, selection, notification, and training for student leadership position.
 - Develop comprehensive program for commuter group including creating and facilitating opportunities, activities, and programs for commuter students to learn, engage, and advocate for the commuter student experience.
- Assist in the design, planning, and implementation of first-year commuter programs to encourage involvement to connect new students to the campus community.
- Cultivate relationships with Off Campus Partners and off-campus properties including property owners and managers to create programming and services for off-campus students.
- Assist in the administrative maintenance for the Off-Campus Housing website including marketing, guest approval, announcement creating, and regular reporting and communication.
- Create content for and maintain ongoing publicity via Off-Campus and Commuter Services website and social media accounts.
- Provide timely information and notification to all commuter students through social media accounts and VOLink.

STUDENT ENGAGEMENT

- Assist in the composition and editing of publications and emails for off-campus and commuter students including First-Year Commuter Newsletter and Property Newsletter.
- Participate in orientation and admissions programs for commuter and transfer students to provide incoming students information regarding Commuter Student Engagement and off-campus housing options.
- Participate in the functions of the office as needed fielding off-campus and commuter student and family phone calls, emails, and social media messages.
- Advise All Campus Events (ACE) student organization including:
 - Homecoming competitions
 - Carnicus
 - All-Sing
- Cultivate town-gown relations by attending Cumberland Avenue Merchants Association (CAMA) meetings and activities
- Serve as liaison to SGA and off-campus senators
- Work closely with SGA to reinstate Fort Sanders Task Force
- Other duties as assigned

Requirements:

- Some evening and weekend hours required
- Excellent presentation and training skills
- Effective and strong verbal & written communication skills
- Strong interpersonal skills; ability to work independently

Salary/Benefits:

- Tuition waiver plus \$1,300/month stipend.
- Attend Student Life professional development activities, office planning sessions, and support division-wide meetings and events.
- Assist with university, divisional, and community events as a representative of Commuter Student Engagement

Term:

- 20 hours per week; appointment at will
- The term of this appointment will last through the Spring 2019 semester

Application:

- Please email cover letter, resume, and references to Meghan Woodward, Commuter Student Engagement Coordinator, meghan@utk.edu.