



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

The Programs Abroad Office (PAO) is seeking a graduate assistant for the 2018-19 academic year. The PAO manages education abroad mobility for undergraduate and graduate students and works closely with faculty and academic departments on the development of education abroad programming. The graduate assistant will join an office of 7 full-time staff and 6 student workers and will assist with a variety of functions.

Graduate Assistant Job Description

Job Requirements/Qualifications:

- Self-motivated and able to work independently
- Excellent organizational skills, including attention to detail and accuracy
- Ability to work closely with faculty, staff and students in a professional manner
- Good communication skills with multiple audiences, both written and oral
- A team player interested in collaboration with others to reach departmental goals
- Experience working with HTML, Word Press, Microsoft Publisher and Adobe Creative Suite
- Technical proficiency with MS Office suite and the ability to quickly learn and utilize web based application and database software

The following qualifications are preferred but not required:

- Experience living, studying or working abroad.
- Experience with CSS

Responsibilities and Tasks:

- Assist study abroad coordinators with student processing and communication
- Communicate with students to insure completion of application and post-acceptance materials
- Compile and format data reports
- Assist with website maintenance
- Assist in creation of electronic and hard copy education abroad program publicity
- Assist with event management (study abroad fairs and orientations)
- Special projects as assigned by PAO staff

Center for International Education

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865-974-3177 865-974-2985 fax cie.utk.edu

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Salary/Benefits:

- Tuition Waiver (9 hours each semester including summer)
- Monthly stipend of \$1125 per month
- Health Insurance

Work Hours and Length of Appointment: The position is 20 hours per week for 2 semesters beginning in July or August 2018.

How To Apply

Applications should include a cover letter, résumé and contact information for three references and be sent to studyabroad@utk.edu. Review of applications will begin immediately and continue until position is filled.