

**Council for Diversity and Interculturalism/Commission for Blacks
Graduate Assistant
University of Tennessee, Knoxville**

General Information:

A Graduate Assistant is needed to support the work of the Council for Diversity and Interculturalism (CDI) and the Commission for Blacks (CFB). The work of CDI and CFB are critical to advancing diversity and inclusion at UT. More information about CDI and CFB can be found at: <https://cdi.utk.edu> and <https://cfb.utk.edu>

20 hours per week

Duties include but are not limited to:

- Develop reports and presentations that explain trends and changes in campus demographics as well as related diversity issues
- Research the work of similar councils and commissions at SEC and top 25 institutions and develop reports and presentations reflecting UT's efforts in comparison, especially as it relates to policies, personnel, practices, metrics, and other factors deemed necessary by CDI and CFB
- In conjunction with co-chairs schedule and coordinate CDI and CFB meetings
- Attend all CDI and CFB meetings and take meeting minutes
- Disseminate pertinent information to CDI and CFB members
- Maintain CDI and CFB websites and assist with social media
- Assist CDI and CFB with any planned events or activities
- Work with CDI and CFB co-chairs to draft end-of-year report
- Meet with CDI and CFB co-chairs on a regular basis

Requirements:

- Enrolled in a Graduate Program at the University of Tennessee, Knoxville, taking at least 6-credits
- Demonstrated knowledge of diversity and inclusion
- Demonstrated experience in working effectively with diverse individuals and groups, as well as working across diverse communities, including specific experience with African Americans
- Strong communications skills (written, verbal, interpersonal, and organizational)
- Demonstrated computer proficiency (Microsoft suite of products)
- Experience with website development
- Detail-oriented
- Ability to manage multiple projects and deadlines
- Natural curiosity and enthusiasm for learning new information and skills
- Ability to work independently and collaboratively

Preferred:

- Experience developing reports

Salary/Benefits:

- \$1,250 per month.
- Full tuition waiver (in-state or out-of-state) (see tax implications <http://payroll.tennessee.edu/pdfs/Graduate%20Fee%20Waiver%20Taxation.pdf>) (note: student fees, as with other graduate assistantships are not included in the waiver; tuition waiver does not cover summer courses)
- Graduate Student Health Insurance included

Term:

- 20 hours per week
- At will appointment begins **August 1, 2018**.

To Apply:

- Submit a letter of interest summarizing qualifications, a resume, and the names and contact information for three references to Dr. Angela Batey at abatey@utk.edu.
- Position will remain open until filled.