



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

CHANCELLOR'S
HONORS PROGRAM

GRADUATE TEACHING ASSISTANT

The Chancellor's Honors Program (CHP) seeks to hire a graduate teaching assistant who primarily will assist with program administration and event planning. This position will work closely with the program's Associate Director and will interact with other university administrators and faculty members on a regular basis. GTA will be required to work 20 hours per week.

The CHP, UT's oldest and largest university-wide honors program, contributes to excellence in undergraduate education by enriching and enhancing the degree programs of select undergraduates. This mission is supported by the program's core values of intellectual curiosity, critical awareness, and social responsibility. Successful candidates for the GTA position will embody those values that we seek to instill in our students.

DUTIES AND RESPONSIBILITIES

- Administer student co-curricular requirements, i.e. Ready for the World, e-portfolio, student engagement, and community service
- Oversee Becker Seminar planning and attend key events
- Assist with planning of program wide events, e.g. spring commencement
- Assist with communications efforts, i.e. program Canvas site and website
- Design and distribute flyers for CHP events and courses
- Lead at least one Honors Alternative Break each year (fall or spring)
- Assist with program assessment initiatives and admissions efforts
- Attend program staff meetings
- Perform other duties as assigned

A SUCCESSFUL CANDIDATE MUST

- Be a current UTK graduate student in good standing (as of Fall 2019)
- Have strong organizational and communication skills
- Be self-motivated and able to work independently
- Preferably, have experience working in an office environment with some knowledge of websites and databases

COMPENSATION

Full tuition waiver (including out-of-state tuition) and a \$1,300 per month stipend. Health insurance available when enrolled in classes. This is a 12-month position (July 1- June 30) with potential for renewal pending satisfactory performance.

Interested applicants should submit a cover letter and resume to Associate Director Rebekah Page, ripage@utk.edu. Interviews will be scheduled during May-June and successful applicant will be expected to begin work in July 2019.