Graduate Assistant Position  
Office of Diversity and Engagement

The Office of the Vice Chancellor for Diversity and Engagement is seeking a Graduate Assistant to assist the Chancellor’s Commission for Women (CFW) and the Commission for LGBT People (CLGBT). This position begins Summer or Fall 2019 and provides an annual stipend of $1,300 per month in addition to a tuition waiver for Fall and Spring Semesters. This is a 12-month contract position with the possibility for renewal pending satisfactory performance.

GA Description: The central focus of this assistantship is supporting both commissions with any administrative and programmatic duties. The GA will report both to the Vice Chancellor for Diversity and Engagement and the Commission Chairs.

The Commission for Women is a body appointed by the Chancellor to advise on the planning, implementation, and evaluation of university programs, policies, and services designed to improve the status of women on the Knoxville campus of the University of Tennessee. Please review the CFW website: https://cfw.utk.edu/

The Commission for LGBT People is a body appointed by the chancellor to advise on planning, implementation, and evaluation of university programs, policies, and services designed to improve the status of lesbian, gay, bisexual, and transgender people on the Knoxville campus. Please review the CLGBT website: https://cflgbt.utk.edu/

Job Requirements/Qualifications:
• Positive attitude and sincere desire to aid the university in its diversity and inclusion goals.
• Excellent oral communication skills.
• Excellent written communication skills, including attention to detail and accuracy.
• Ability to relate to, and effectively establish rapport with, a wide variety of constituents.
• Professional demeanor, including appropriate attire for a leadership position with significant student contact and maturity to function as a staff member in a university office.
• Proficiency with all MS Office applications, especially Word, Excel, Outlook, and PowerPoint.
• Willingness to develop a strong working knowledge of UT policies, procedures, and campus resources.
• Must be able to work well with supervisors, co-workers, students, and the university community.

Responsibilities and Tasks include, but not limited to:
• Assist the Commissions and Vice Chancellor with coordination, implementation, and monitoring of the administrative and programmatic needs.
• Assist with taking minutes of the commission meetings.
• Maintain regular updates of the website.
• Assist with the planning, implementation, and supervision of commission events and activities.

Function as a member of the Diversity and Engagement team:
• Display initiative and resourcefulness in responding to programmatic needs.
• Respond verbally and/or electronically to requests from supervisors, staff, or students in a timely manner.

Salary/Benefits:
• $1,300.00 per month stipend
• Full tuition waiver (including out-of-state tuition)
• Health Insurance while enrolled in classes

Term: 20 hours/week. Position begins Summer or Fall 2019.

To apply, please send a resume and cover letter to the Office of the Vice Chancellor for Diversity and Engagement at vcde@utk.edu