College of Education, Health, and Human Sciences Dean’s Office
Academic & Faculty Affairs
Graduate Research Assistant

Supervisor
Administrative Assistant, Kayla Jones

Job Description
This is a Graduate Research Assistantship in the College of Education, Health, and Human Sciences Dean’s Office. Duties consist of working 20 hours a week under the supervision of the administrative assistant for academic and faculty affairs and will provide support with various tasks.

Responsibilities and Tasks
- Process timetable changes and student permissions in Banner
- Academic and non-academic room scheduling in Ad Astra
- Maintain guidelines and assist with timetable and curricular training for departments
- Reviewing and preparing CEHHS curricular proposals
- Preparing for various events throughout the year
- Generating various academic and room reports as needed
- Administrative support as needed (answering phones, greeting visitors, etc.)
- Other duties as assigned

Required Qualifications
- Excellent organizational, time management, and analytical skills, including attention to detail and accuracy
- Self-motivated and able to work independently and in collaboration with others
- Strong customer-service and communication skills, both written and oral
- Technical proficiency with MS Office and the ability to quickly learn, utilize software, compile data, and generate reports
- Have the complete understanding of the need for and the capability to maintain confidentiality

Work Hours & Length of Appointment
20 hours/week; 12-month appointment, beginning August 1, 2019 and concluding July 31, 2020. Regular office hours should be maintained aligned with the CEHHS Dean’s Office hours of Monday-Friday, 8:00-5:00. Deviations from work schedule should be approved in advance by supervisor.

Application Instructions
Please send a cover letter, current CV/resume and two work or academic references to Kayla Jones, kjones@utk.edu.