GRA—Recruitment and Communication

The Graduate School is currently seeking a Graduate Research Assistant to assist with the Graduate School’s recruitment and communications initiatives. This position begins in mid-June 2019 and provides an annual stipend of $15,000 in addition to a tuition waiver for fall and spring semesters. This is a 12-month contract position with possibilities for renewal pending satisfactory performance.

Description
The primary focus of this assistantship is to provide support for the Associate Dean of the Graduate School and the Communications Manager in tasks related to recruitment and communication.

Job Responsibilities
- Assist in the routing of prospective student inquiries to departments through our recruitment system;
- Compile data reports related to recruitment efforts;
- Assist in the organization of website-related data collection, user testing and content auditing;
- Monitor and engage with audiences through the Graduate School social media accounts;
- Assist in the development of textual and graphical communications materials;
- Help facilitate Graduate School-sponsored events;
- Other duties as assigned.
Qualifications

- excellent written communication skills
- excellent time management abilities
- moderate to high proficiency with Office 365 applications (Word, Excel, OneDrive, etc.)
- willingness to learn new skills
- adaptability

Additional Skills

Although the following skills are not required, some combination of the following skills would be useful in the performance of tasks for this position:

- facility with using Wordpress or other web-based skills
- social media communication
- graphic design (proficiency with Adobe Creative products)
- knowledge of using a CRM (client-relations management) database
- understanding of Microsoft Access databases

Application

To apply for this position, please send a cover letter, resume, and three references to Sean Hendricks at shendrick@utk.edu. Applications will be reviewed immediately, and will continue until the position is filled.