

1794 SCHOLARS GRADUATE ASSISTANT

[The 1794 Scholars Program](#) seeks to hire a graduate student to assist with program administration and event planning. This position will work closely with the program's Assistant Director and campus partners. The graduate assistant will be required to work 20 hours each week for 36 weeks.

Founded in 2017, the 1794 Scholars Program is a 2-year honors program grounded in experiential learning and focused on helping students maximize their unique university experience. 1794 values our four key pillars—Academic Engagement, Global & Cultural Awareness, Campus Involvement, and Volunteer Spirit—and seeks to instill in our students life-long learning practices around those pillars. We accomplish our mission by training students to use a reflective mindset, providing exclusive experiences related to our pillars, and helping our scholars connect with meaningful opportunities both on and off campus. The 1794 assistant would be expected to support the mission of our program

DUTIES AND RESPONSIBILITIES

- Organize scholar's co-curricular requirements
- Liaise with campus partners to create co-curricular opportunities
- Attend and oversee key events
- Assist with planning of program capstone event
- Administer program Canvas site
- Create content for Weekly Updates
- Assist with program assessment
- Attend program staff meetings
- Perform other duties as assigned

REQUIRED QUALIFICATIONS

- Current UTK graduate student in good standing (as of Fall 2019)
- Available for evening and weekend work
- Strong organizational and communication skills
- Self-motivated and able to work independently

PREFERRED QUALIFICATIONS

- Work experience in an office environment
- Event planning
- Experience with Canvas

COMPENSATION

\$15/hour for 20 hours/week for 36 weeks (July 29-May 8). Position may be renewed for another year pending satisfactory performance.

Please note that this position does NOT include a tuition waiver or insurance

Interested applicants should submit a cover letter and resume to Assistant Director, Dr. Virginia Stormer, vmurphy3@utk.edu. Interviews will be scheduled in early July with a position start date of July 29th.