Graduate Assistant: The Haslam Scholars Program

The Haslam Scholars Program seeks to hire a one-half time (20 hours/week) Graduate Student Worker to assist in the coordination of The Haslam Scholars Program for the remaining 2019-2020 academic year, with the possibility of extending it through the following academic year.

**The mission of The Haslam Scholars Program is to foster intellectual curiosity and engage the moral sensibilities of scholars through curricular and co-curricular experiences.** The Program offers an exclusive curriculum, a shared study-abroad experience, independent research support, and one-on-one access to leading faculty members, which cultivate outstanding scholars and instills in them a desire for life-long learning and inquiry. Haslam Scholars demonstrate a strong commitment to scholarly pursuits and use their abilities to influence public discourse on questions that shape society.

The successful candidate must:

- Have experience with event planning;
- Demonstrate strong communication skills;
- Demonstrate time management skills to work on several projects simultaneously;
- Have strong problem-solving skills; and,
- Maintain flexible work schedule in order to assist with and attend evening and weekend events

Duties and Responsibilities:

Assist the Associate Director in the administration of the Haslam Scholars Program, which includes:

- Coordinating and attending HSP events and activities sponsored by the Haslam Scholars Program, including The Haslam Scholars Selection Weekend, commencement dinner, evening lectures, the annual retreat, and other HSP events and activities;
- Compiling the weekly program update;
- Performing other duties as assigned

Compensation:

- $15/hour payable in equal bi-monthly installments
- No additional benefits accrue with this position

The graduate assistant must be enrolled in a graduate program at the University of Tennessee, have a cumulative GPA of 3.0 or higher, and make reasonable progress towards their graduate degree program requirements.

To apply, please submit a CV and cover letter explaining why you are an ideal candidate for this position by October 18th to sturne31@utk.edu.