

Office of Academic Inclusive Initiatives Graduate Assistantship

The Office of Academic Inclusive Initiatives is seeking a Graduate Assistant to serve as an assistant program coordinator. This position begins early June 2020* 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 possibilities for renewal pending satisfactory performance.

GTA Description:

The central focus of this assistantship is assisting the Office of Academic Inclusive Initiatives staff with the planning, implementation, and assessment of programs and initiatives supporting first-generation college students, students of color, and other underrepresented and marginalized student populations. The Graduate Assistant is responsible for assisting in the design, implementation, and evaluation of programs, workshops, and events that cultivate an inclusive and welcoming campus environment for all students at the University of Tennessee, Knoxville. The student who partake in this experience will gain knowledge and skills in academic support programming along with in-depth experience working with students from first-generation backgrounds and underrepresented and marginalized student populations (described below).

Job Requirements/Qualifications

- Positive attitude and sincere desire to provide academic, social, and cultural support to students, especially low-income, first-generation, under-prepared, and under-represented students;
- Commitment to provide accurate university information to concerned parents, faculty, staff, and other constituencies;
- Excellent oral communication skills, including effective phone presence and group presentation skills;
- Excellent written communication skills, including attention to detail and accuracy;
- Ability to relate to and effectively establish rapport with a diverse undergraduate student population;
- Professional demeanor, including appropriate attire for a leadership position with significant student contact, as well as maturity to function as a staff member in a university office;
- Proficiency with MS Office applications (esp. Word, Excel, Outlook, and PowerPoint);
- Willingness to develop a strong working knowledge of UT policies, procedures, and campus resources;
- Focus upon the success of our team and willingness to roll up your sleeves and help with all tasks;
- Undergraduate or graduate experience in a leadership role preferred;
- Program planning, development and implementation experience preferred;
- Must be able to work well with supervisors, co-workers, students, and the university community;
- Must be able to work some evenings and weekends.

Responsibilities and Tasks include, but not limited to:

- Assist the Director and staff members with coordination, implementation, and monitoring of the programmatic requirements of the UT LEAD program for first-generation college students;
- Assist with summer programming responsibilities including orientation and summer entry programs;
- Assist with the planning, implementation, supervising, and monitoring of the UT LEAD living learning community and peer mentoring program;
- Develop and prepare promotional and marketing material for workshops, events, and programs;
- Assist with creating and administering student surveys and data compilation and assessment of this student group;

- Develop, implement, and assess academic programs and initiatives that are inclusive and supportive of male students of color;
- Coordinate and evaluate initiatives and programs tailored to increase the retention and graduation rates of students of colors;
- Create and host events to acknowledge and celebrate the diversity and heritage of a diverse student body;
- Create newsletters and additional resources students and families.

Function as a member of the Academic Inclusive Initiatives team:

- Market the office to students, parents, and other constituencies (e.g. prospective student events, orientation);
- Assist the staff with outreach initiatives;
- Display initiative and resourcefulness in responding to programmatic needs;
- Respond verbally and/or electronically to requests from supervisor, 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

Terms of Employment

- 20 hours/week; Position begins June 1, 2020 and concludes May, 31 2021 with an opportunity to renew
- *Start date is negotiable