

## Graduate Research Assistant Position

### Division of Diversity and Engagement

The Division of Diversity and Engagement (DDE) is seeking a Graduate Research Assistant (GRA) to serve as the graduate research assistant for the Education and Training Consultant. This position begins August 2020 and provides an monthly stipend 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.

**GA Description:** The central focus of this assistantship is assisting the Education and Training Consultant (ETC) with any administrative and programmatic duties. The GA will report to the Executive Director of Diversity and Engagement.

The GA will support the ETC with the coordination and facilitation of comprehensive and inclusive educational programs aligned with the University's values for diversity, inclusion, and engagement with its policies, practices, structures, climate, and culture. The GA will assist the ETC with delivering education platforms to provide students, faculty, and staff, senior academic and administrative leadership with skills, knowledge, and competence to create impactful and measurable organizational change.

**Job Requirements/Qualifications** • Positive attitude and sincere desire to aid the university in its diversity and inclusion goals. • Excellent oral communication skills, • Excellent written communication skills, including attention to detail and accuracy; • Ability to relate to and effectively establish rapport with a wide variety of constituents; • 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; • Must be able to work well with supervisors, co-workers, students, and the university community.

**Responsibilities and Tasks** include, but not limited to: • Assist the ETC with coordination, implementation, and monitoring of the administrative and programmatic needs; Assist with the creation of documents, publications, and web-based materials; Assist with recruitment, onboarding, and programming of the Student Advisory Board; Assist with scheduling meetings, preparing agendas, and taking meeting minutes of the Student Advisory Board; Assist with the planning, implementation, and coordination of diversity and engagement activities; Maintaining regular updates of the website; Other duties as assigned.

Function as a member of the Diversity and Engagement team: • Display initiative and resourcefulness in responding to programmatic needs; • Respond verbally and/or electronically to requests from supervisors, staff, or students in a timely manner

**Compensation:** Monthly stipend and full tuition waiver (including out-of-state tuition) • Health Insurance while enrolled in classes

**Term:** 20 hours/week; Position begins August 2020.

To apply, please send a resume and cover letter to: Beth Huemmer at [ehuemmer@utk.edu](mailto:ehuemmer@utk.edu)