The Office of Graduate Admissions is seeking to fill a Graduate Research Assistant (GRA) position that will begin June 1, 2021. It is a 12-month position, which may be renewed, based on performance and available funding of the stipend, tuition waiver, and health insurance.

**Responsibilities**

This position will be expected to do the following:

- create and analyze data reports,
- assist front desk personnel,
- support the Assistant Dean and Director of Graduate Admissions in various tasks to include conducting research associated with graduate admissions and enrollment.

**Requirements and Expectations**

- GRA applicants should expect to frequently interact with prospective domestic and international students, graduate faculty, and staff.
- This assistantship is a 20-hour-per-week position with the expectation that work will, generally, be performed in the Office of Graduate Admissions during the hours of 8:00 a.m. and 5:00 p.m.
- At this time, COVID precautions may limit work performed in the office and require work to be performed both remotely and in the office.
- Enrollment in at least six graduate credit hours per semester (including summers) at the University of Tennessee, Knoxville campus is required.

To express interest in the position, submit a cover letter, resume, and contact information for three references to The Office of Graduate Admissions by e-mail to rsears1@utk.edu. Applications will be accepted until the position is filled.