Graduate Teaching Assistant, College of Education, Health and Human Sciences (Office of Advising and Student Services)

The Office of Advising and Student Services in the College of Education, Health and Human Sciences (CEHHS) is seeking a Graduate Teaching Assistant (GTA) that will begin on August 1, 2021. This is a 12-month position, which may be renewed.

Required Qualifications
- Strong interpersonal skills and an ability to effectively work with student, staff, and faculty from diverse backgrounds
- Strong written and oral communication skills
- Ability to understand and effectively relay detailed curriculum to current and prospective students and families

Preferred Qualifications
- Pursuing a Master’s degree in college student personnel, counseling psychology, counselor education, or related discipline
- Presentation or teaching experience

Responsibilities
- Provide comprehensive academic advising for approximately 75 undergraduate students each semester. This will include retention efforts specific to the assigned advisee population such as end-of-term file review and student outreach.
- Support the office’s leadership team with the coordination of the college’s Vol First-Year Experience initiative. This will include developing Canvas modules for CEHHS instructors and serving as a teaching assistant/student mentor for at least one FYS 101 section.
- Independently lead new student orientation sessions and assist students with course registration. These sessions occur regularly between late May and mid-July.
- Support the Assistant Director of Retention and Recruitment with programming initiatives related to the CEHHS Living and Learning Community (LLC) throughout the academic year.
- Assist with other office events, projects, and initiatives related to student success and retention, as needed.

Work Schedule
- Twelve-month appointment; 20 hours/week, $15,300/annual; tuition waiver

Interested candidates should apply by submitting a cover letter and resume to the Sr. Assistant Director of Advising, Laura Brown, at lstetler@utk.edu. Applications will be accepted until the position is filled.