



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

TEACHING & LEARNING
INNOVATION

**Teaching & Learning Innovation
Graduate Research Associate
Communications & Marketing
Job Announcement**

Teaching and Learning Innovation (TLI) advances the Volunteer Experience through programs, services, and partnerships that support faculty and enrich student learning at the University of Tennessee. TLI serves as the university's home for faculty development and graduate student and post-doc professional development related to teaching. TLI houses multiple initiatives and programs that touch every part of the faculty career cycle and development path. With a focus on evidence-based teaching and learning practices, TLI engages faculty in the creation and implementation of educational experiences and environments that are transformative, innovative, inclusive, and outcomes-focused. For more information about our unit, visit: teaching.utk.edu.

TLI is seeking a graduate student to oversee, implement, and coordinate the unit's communications and marketing efforts.

The primary responsibilities of the person in this position will include:

- Maintaining TLI's websites (teaching.utk.edu and experiencelearning.utk.edu) with up to date information.
- Serving as the primary author and architect of TLI's monthly e-newsletter, Faculty VOLume, as well as manage the unit's listserv.
- Supporting the process of resource creation and expansion related to unit priorities and initiatives.
- Assisting in preparation of presentations for workshops, events, and institutes
- Gathering data, conducting web-based research, and working to improve TLI's strategy related to marketing and communications
- Managing projects related to marketing all of TLI's faculty development, unit initiatives, annual events, and other related opportunities
- Other duties related to the implementation, growth, and expansion of TLI resource needs, and initiatives

Expectations of graduate students in assistantships positions:

- Must take at least 6 credit hours for a one-half time (50%) assistantship or at least 9 credit hours for a one-fourth time (25%) assistantship
- Must make adequate progress toward degree
- Must adhere to Student Code of Conduct specified in [Hilltopics Student Handbook](#)
- Must have satisfactory work performance

Teaching & Learning Innovation

2442 Dunford Hall, 915 Volunteer Blvd., Knoxville, TN 37996

teaching.utk.edu | Facebook & Twitter: @TeachingAtUTK

Additional Information about this position:

- This is a 12-month appointment requiring the person in this position to work 20 hours per week.
- The annual salary for this position will be approximately \$16,133.28
- The first month's salary will be prorated based on the actual date of completion of your new hire paperwork and e-verification. Beginning in the second month, the person in this position will receive monthly installments of \$1,344.44. The compensation for this position includes a waiver of tuition and maintenance fees, as well as health insurance.
- The person hired for this position will be responsible for payment of all remaining fees listed on the One Stop Student Services website, https://onestop.utk.edu/wp-content/uploads/sites/63/2018/06/grad_tuition.pdf.
- This appointment is expected to continue through degree completion, pending continuous enrollment as a full-time graduate student, satisfactory performance/degree progression, availability of funding, and positive evaluation of your performance.
- By accepting this position, the person in this position agrees to enroll at the University of Tennessee in the fall 2021 semester in one of the university's graduate degree programs.
- The person in this position will be responsible for tuition costs should employment be ended for non-compliance with points listed above, or if the person voluntarily rescinds during either the fall 2021 or spring 2022 semesters.
- There can also be financial implications for dropping classes or withdrawing from all classes. The amount owed is determined according to the published Academic and Financial Calendar located at <https://onestop.utk.edu/calendar>. Please consult with the Bursar's office before dropping your enrollment below 6 hours or before withdrawing from any, or all, courses.

Submission Requirements:

- Applicants should submit a copy of their CV and a letter (1-2 pages) describing their qualifications and interest in the position.
- Submissions must be received by **5:00pm on Monday, April 26, 2021** for full consideration and must be emailed to Wes Romeiser, TLI's Administrative Specialist, at wromeise@utk.edu.
- If selected, applicants will be contacted via email to schedule an interview via Zoom.