Graduate Assistant Position Announcement

Position Title: Graduate Assistant for Undergraduate Research & Fellowships

Location: Office of Undergraduate Research & Fellowships (Melrose Hall)

Start Date: July or August 2021 (review of applications will begin June 22nd)

Office of Undergraduate Research & Fellowships Overview: Undergraduate Research & Fellowships is a new office at UT resulting from the merger of Undergraduate Research with National Scholarships & Fellowships. As an office within the Division of Student Success, Undergraduate Research & Fellowships approaches its work with a deep commitment to: diversity, equity, and inclusion; collaboration across the division and university and with external partners; and working closely with students to identify and develop their distinctive strengths through advising and engagement in high-impact educational practices.

The Office of Undergraduate Research & Fellowships (OURF) leads UT’s centralized undergraduate research and fellowships services, designed to increase student knowledge of, access to, and participation in high-quality undergraduate research (broadly defined) and fellowships opportunities through innovative and diverse programming, assessment, direct student advising, support of undergraduate research mentors, and recognition of outstanding engagement and performance in these areas. OURF’s work is grounded in the belief that well-designed and accessible undergraduate research experiences, undergraduate engagement in the nationally competitive awards space, and close student mentoring that involves collaborative planning can activate purposeful exploration that allows students to at once expand and clarify their ambitions and vision for the future.

Summary of Position and Qualifications: Full-time students in any UT graduate program, department, or college may apply. Preference will be given, however, to applicants pursuing a graduate degree program with a significant research or creative activity component and who have prior research/creative activity experience at the undergraduate and/or graduate level.

The GTA is responsible for assisting with the promotion, coordination, implementation, and assessment of student activities and programming within undergraduate research and therefore must possess outstanding commitment to undergraduate student success. The GTA will be expected to interact routinely and courteously with diverse students, faculty, and staff across the university and beyond to champion and support high-quality, accessible undergraduate research programs and experiences. Additionally, although not the primary focus of this assistantship, there will be seasonal needs and opportunities to support the office’s activities/services related to supporting UT candidates for nationally competitive fellowships such as the Fulbright.
More specifically, the GTA will primarily provide support in the following areas:

**Student Outreach and Engagement:**
- Plan, organize, and facilitate undergraduate research seminar series and track attendance
- Conduct and track attendance for weekly ‘Getting Started’ seminars for undergraduates new to research
- Meet individually with students and provide guidance on getting started in research
- Attend campus events requiring an undergraduate research table, such as Admissions and Division of Student Success events, as needed
- Maintain social media accounts (including content creation), assist with website maintenance, and organize and update EXPLORE! database
- Provide support and programming for the Discovery Living & Learning Community
- Support student organizations advised by the office, such as the Undergraduate Research Student Association (URSA) and TEDxUTK
- Assist with Graduation Accolades program
- Support fellowships-related events and activities, as needed

**Data and Assessment**
- Contribute to the tracking of undergraduate research participation
- Assist with undergraduate research programs/initiatives and contribute to annual report and other assessment activities, as needed
- Research best practices and innovative applications of undergraduate research
- Benchmark peer and aspirational undergraduate research programs and offices

**Salary/Benefits:**
- Tuition waiver
- Monthly stipend of $1250/month
- Graduate student health insurance
- 20 hours/week; 9- or 12-month (to include summer) appointment available; at-will position
- Must be a full-time graduate student at UT

**To Apply:** The position is for 2021-2022 academic year and renewable based upon performance. Review of applications will begin June 22nd and continue until the position is filled. To apply, please e-mail as attachments your resume—with names and contact information for three references—and a 1-page cover letter expressing interest in and qualifications for this position to ugresearch@utk.edu. Please use the subject line [LAST NAME]: OURF Graduate Assistant. Any questions about the position should also be directed to ugresearch@utk.edu.