Graduate Student Assistant for the Haslam Scholars program, in Honors and Scholars Programs

The Honors and Scholars Programs Office is seeking to fill a Graduate Student Assistant position with an anticipated start date of August 1, 2021. This is a 12-month position, which may be renewed. Compensation is $16.50 an hour and does not include a tuition waiver.

Responsibilities
Tasks and duties will vary based on need and personal interest of the candidate but may include:

- Event planning: for three VIP leadership speaker events in Fall; building relationships with community partners to identify and plan monthly HSP service opportunities; organize and plan the Fall HSP retreat; assist in planning the Haslam Scholars Selection Weekend in Spring
- Facilitating individual and group discussions around areas such as: Leadership; Diversity, Equity and Inclusion; Team building; Professional Development; Study Abroad; Research
- Data management and Reports: Pulling data as needed to assess program results and needs; benchmarking other premier honors programs; compiling other data as needed
- Student Contact: working directly with students to plan service experiences and other HSP events
- Program development: working with the Assistant Director to establish a strong alumni network and provide opportunities for alumni to return to the program as mentors, speakers, etc
- Provide other general support to the Haslam Scholars Program as needed
- Additional responsibilities may be explored depending on skills and interests

Requirements and Expectations

- This is a 20-hour-per-week position with the expectation that some work may be performed on nights and weekends
- While negotiable, this position should be available to work outside of the academic calendar, particularly in December and January
- Enrollment in at least six graduate credit hours per semester at the University of Tennessee, Knoxville campus is required

To express interest in the position, please submit a cover letter, resume, and contact information for three references by e-mail to HSP Assistant Director, Kristin Tocci ktocci@utk.edu. Applications will be accepted until the position is filled.