**Graduate Assistant Job Description**

**Department Name:** Center for Student Engagement – Graduate Assistant for Registered Student Organization and Advisor Support

**Department Website:** go.utk.edu

**Department Mission Statement (Brief):**
The Center for Student Engagement (CSE) contributes to the holistic education of all students by providing programs and leadership opportunities that advance student learning. CSE staff consists of two non-exempt full-time staff, three exempt full-time professionals, four graduate advisors, and approximately four student workers. The CSE staff serve in an advisory capacity over the Central Program Council, which plans and implements 80-100 campus events per year. The department also works to provide support for over 470 registered student organizations that plan approximately 900 campus events annually. CSE also provides oversight of the Event Solicitation Request approval process on behalf of the Division of Student Life.

The Center for Student Engagement is guided in mission, spirit, and action by a set of core values:

*Student Development: Students are presented with opportunities to learn, lead, and grow.*

*Student Engagement: Students will connect to their peers and university through positive experiences.*

**Job Requirements/Qualifications:**

- Applicants must possess a Bachelor’s Degree at the time of employment and must be in or be able to matriculate into a graduate program at the University of Tennessee.
- Applicants must be able to relate well to people in a college environment, possess an impeccable work ethic, have a positive attitude, be organized and have excellent communication skills, and maintain appropriate professionalism with students.
- Applicants must have demonstrated successful and significant involvement in comparable leadership experiences.
- Candidates should possess the maturity, leadership and personal qualities that will promote success in the profession.
- Position will report to the Coordinator in the Center for Student Engagement.
- Position involves frequent night (after 5pm on weekdays) and some weekend work.

**Responsibilities and Tasks:**

This position will work in a high-energy, team environment and will report to a full-time Coordinator in the Center for Student Engagement.

Position will provide support to 470+ registered student organizations and their advisors. The position will also serve as a resource to student organizations.
planning campus events (approximately 900 annually) and support the Coordinator in managing the approvals of campus events entered into the campus Event Solicitation Request software system.

- Position will be responsible for maintaining the University of Tennessee at Knoxville Collegiate Link system (VOLink). Maintenance includes, but is not limited to, event approval, alert creation, organization-wide updates, form creation, and communication with technical support.

Position will be responsible for planning and implementing workshops and training sessions for student organization leaders, members and advisors.

- Position will be responsible for working with interested student leaders of potential student organizations throughout the registration process. This registration process includes: meeting with the student leader to outline organizational goals, confirming the existence of a full time faculty/staff advisor, creating a constitution, and submitting registration materials for review and approval.

- Position will be responsible for planning and attending monthly registration approval meetings for organizations. Prior to these meetings, the graduate assistant will compile the registration applications and constitutions of all potential student organizations for the review and approval by a review team.

- Position will be responsible for providing feedback to potential student organizations that are not granted registration approval by the review team.

- Position will be responsible for serving as a resource for organization leaders and members. The graduate assistant will help organizations brainstorm potential events, provide guidance on the Collegiate Link system, and assist in identifying potential funding opportunities.

**Salary/Benefits:**

- $1200 per month stipend
- Full tuition waiver (including out-of-state tuition)
- Free health insurance while enrolled in class

**Term:**

- 20 hours a week, 12 month appointment at will. Opportunity exists to leave during the summer months for internship opportunities outside of UT