Graduate Assistant Job Description

Department Name: First-Year Studies

Department Website: http://fys.utk.edu/ and http://bridge.utk.edu/

Department Mission Statement (Brief):
The First-Year Studies Office (FYS) is devoted to ensuring a smooth transition and a successful experience for all students in their first year at the University of Tennessee (UT). The goal of FYS is to help students transition—personally, socially, and academically—to life at UT. Effectively making these transitions in the first year is crucial to success at UT, graduation, and future achievement.

Job Requirements/Qualifications:
Graduate Teaching Assistant for Volunteer Bridge program
- Positive attitude and sincere desire to help students;
- Excellent oral and written communication skills, including attention to detail and accuracy, effective email communication, phone, and group presentation skills;
- Professional demeanor, including appropriate attire for a leadership position with significant student contact, as well as maturity to function as a staff member in a university office;
- Ability to work independently as well as with supervisors, co-workers, students, and the university community;
- Flexibility in scheduling of work hours (must be available some evening hours, and an occasional weekend);
- Undergraduate/Graduate experience in a leadership role preferred;
- Proficiency with MS Office applications (esp. Word, Excel, Outlook, and PowerPoint) and Blackboard.

Responsibilities and Tasks:
The Volunteer Bridge program, housed in the office of First-Year Studies, is a collaborative program between The University of Tennessee (UT) and Pellissippi State Community College (PSCC). Students in the program are conditionally admitted out of high school to UT as a sophomore following successful completion of 30 credit hours and the maintaining of a 2.5 GPA at PSCC. The Graduate Assistant, along with the Assistant Director for the program, support students during their first year at the community college through academic support and social programming to ensure their successful transition to UT in their second year in college.

Volunteer Bridge Program
- Advise the student-led Bridge Advisory Board;
- Plan events/programs for Bridge students;
- Coordinate Bridge Mentor program;
• Plan bi-weekly meetings with entire Bridge cohort during academic year;
• Meet with students to provide support through academic coaching;
• Meet with living-learning community/housing staff to develop ideas in order to help meet students’ needs;
• Assist Assistant Director in planning recruitment events, orientation program, and assessment efforts.

Other functional First-Year Studies responsibilities include, but are not limited to:
• Attend weekly staff meetings and any related training or staff development activities;
• Assist in the case management of the Early Alert system for both Bridge and FYS;
• Assist with the implementation, coordination, and assessment of other First-Year Studies programs as needed;
• Other duties as assigned. We are a growing office, and new responsibilities are likely to emerge in the coming year.

Salary/Benefits:
• Tuition waiver
• Annual stipend of $13,000 (distributed over 12 months)
  ○ potential for employment during summer 2015
• Health insurance – beginning August 1, 2015
• Vacation days for all employee holidays + two additional weeks of student holidays

Term:
• This is a 12-month Graduate Teaching Assistant position, beginning on August 1, 2015, and ending on June 1st, 2016 (at will).
• As this is a 50% appointment, you may not hold an additional appointment for the duration of your assistantship with First-Year Studies.
• More information can be found in the Graduate Handbook available online at gradschool.utk.edu.