Graduate Teaching Assistant Job Description

Department Name: Full-Time MBA Program, Office of Career Management and Alumni Relations

Job Requirements/Qualifications:

- Pursuit of a masters degree in college student personnel, educational counseling, business, human resources, psychology, or related field
- Work experience in student affairs, career services, recruiting, or human resources
- Ability to work in a fast-paced office environment dealing with multiple tasks and a diverse population
- Excellent written/oral communication skills
- Willingness to learn about career development processes
- Creative and innovative in using technology, developing programs, writing, and constructing feedback for students
- Flexibility to work with fluidity of projects and tasks between graduate assistants (some projects will be specified to each specific graduate assistant role while others will require collaboration)

Responsibilities and Tasks:

Student Development

- Career Coach Program: select and train 2nd year MBA students as Career Coaches and manage the peer to peer program
- Business Skills Course: assist director in curriculum development for the first-year MBA business skills course, assist in teaching the course, grade and manage assignments
- Work one-on-one to counsel students in resume and cover letter reviews and career goals
- Corporate Mentoring Program: Manage program logistics as we launch the new initiative in fall 2014

Alumni Relations

- Monthly Alumni e-Newsletter: develop and write content for monthly e-Newsletter (including current event articles, job openings, and faculty and student spotlights)
• MBA Connect: plan and implement alumni networking event logistics in Knoxville and surrounding cities

Employer Relations

• Assist director in employer relations, including coordinating on-campus interviews, on campus room reservations, creating interview schedules and tracking/following up with employers

• Manage Hire a Vol account which includes posting positions and creating student resume books

Data, Events, and Additional Responsibilities

• Data Management: maintain student internship and full-time placement data using Excel; create placement reports for internal and external reporting (ie. staff meetings, publications, ranking surveys such as Business Week and U.S. News and World Report, etc.)

• Assessment: create surveys for office programs and analyze data to measure program effectiveness and value

• Fall Job Fair: collaborate with director and other graduate assistant to coordinate logistics and implement the annual Fall MBA Job Fair including: creating resume books, creating job fair program, logistics of the floor plan, catering, all marketing materials, the employer and student check in process and interview schedules

• Event Planning: work with director and other graduate assistant to implement annual programs such as New Student Orientation, Career Blitz events, mock job fair, MBA Job Fair, industry boot camps, MBA Symposium, Graduation, Executive in Residence Program, MBA Connect

• Collaborate in creating and developing future programs and events

• Standard Work: updating and improving standard work forms and binders for events, Business Skills course, and publications

• Attend weekly MBA Program staff meetings

Salary/Benefits:

• Tuition Waiver and $1,000/month stipend (pre-tax) ($12,000 annual)

Term:

• Two year commitment

• 20 hours per week, 9 month appointment at will