2015-2016 Graduate Assistant Position Description
Parent Programs

Responsibilities and Tasks:

- Coordinate and co-instruct a two credit hour student leadership course (Coun 205) for approximately 10 Parent Orientation Leaders, create course syllabus, class activities, discussions, and assignments. Review and assess student assignments.

- Plan and implement an off-campus, two-day student leader retreat. Create schedule, develop intentional lessons and activities, and plan travel and lodging accommodations.

- Assist in the supervision of a student leader team during Orientation, Welcome Week, and other events. Ensure student leader expectations are met throughout the program and maintain consistent communication throughout the event.

- Assist with the coordination, planning, and implementation of parent orientation schedules and services. Help create and/or reframe details of the schedule, lead out-of-state parent session, serve as a point of contact for parent questions and concerns during orientation. Assist in Parents Association member recruitment and customer service.

- Recruit, select and advise a student advisory group to assist in parent/family programming. Assist in planning the monthly campus wide Family Weekend Committee meetings. Help create meeting agendas, communicate with committee members, and distribute meeting minutes.

- Create assessment instruments to measure student leader learning outcomes, orientation and family weekend participant experiences, and other assessments as needed. Analyze results, report recommendations and make appropriate programmatic changes.

- Participate in student leader recruitment and selection. Develop timeline, applications, interview formats, interest sessions, and methods for selection and notification.

- Create content for and maintain ongoing publicity via social media UT Parents Association sites.

- Supervise a group of student leaders for a family weekend planning committee.

- Research best practices in parent and family programming, Top 25 and CAS standards to analyze current trends, services and programs for parents and guardians of undergraduate students.
• Assist in the planning and implementation of all family weekend events throughout the year including marketing, budget, website, online registration, and logistics of a 3 day event for more than 4,000 participants.

• Attend SROW conference (NODA) along with student leader team in the spring semester.

• Represent the Office of New Student & Family Programs at various university programs (i.e. Scholar’s Invitational, Open House, etc.)

• Attend Student Life Professional Development seminars, office planning sessions, support division-wide meeting and activities, and research current trends and best practices related to the mission of the office.

• Field parent, family, and student phone calls, emails, and social media messages.

Job Requirements/Qualifications:

• Enrolled in Graduate School at the University of Tennessee, Knoxville. Preference is given to students pursuing a career in higher education/student affairs.

• Excellent writing, teaching, training, research, event planning, public speaking, and customer service skills.

• Dedication to working with new students and parents of undergraduate students.

• Strong Microsoft Office and database management computer skills.

Salary/Benefits:

• Tuition Waiver plus $1,300/month stipend

• Health Insurance

• NODAC Professional Conference Registration & SROW

Term:

• 20 hours per week; 12 month appointment at will. Start date is May 12, 2015.

• Summer term classes and internships are not allowed due to the intensive nature of this assistantship during that time period.