Position: Graduate Assistant for Student Conduct and the Parent and Family Association
Office: Office of the Dean of Students, Division of Student Development
Term: August 15, 2016 – May 2, 2017
One year term with possible renewal for a second year, if mutually agreed upon by both parties. Possible renewal will be discussed after the 2017 spring break period.

Position Description
• Assists in upholding the core values, purposes, mission, and vision of the Office of the Dean of Students, Division of Student Development, and The University of Tennessee at Chattanooga
• Provides administrative support for the Associate Dean of Students for Student Conduct, including but not limited to: research, filing, campus outreach and education, assessment, procedure documentation, and development of marketing materials
• Assist with the Parent and Family Association programming including pre-event and day of event support during Fall Family Weekend in September 2016, planning summer send-off programs, spring family day
• Greet visitors, address questions and concerns, and answer e-mails from families
• Create the monthly newsletter and manage the membership database for the Parent and Family Association
• Coordinates honor court hearings and meetings of the various conduct boards as needed.
• Additional experience could be gained assisting the Office of the Dean of Students and Division of Student Development with special projects in areas such as student life, multicultural affairs, assessment, and student advocacy and support
• Attend one-on-one meetings with supervisors and staff meetings when needed.
• Other duties as assigned based on interests of the graduate assistant and/or needs of the office

Preferred Qualifications
• Strong work ethic and comfortable in engaging in customer service
• Proficient writing skills

Position Requirements
• 20 hours per week in the office
• Must be currently and continuously enrolled in a graduate degree program at UT Chattanooga during the duration of the term and remain in good standing with your program and the university
• Ability to work nights and weekends when needed additionally; flexibility necessary
• A commitment to professional development and continuous growth
• An agreement of confidentiality surrounding student conduct information
• Strong time management, organization, critical thinking, cultural competency, collaborative spirit, and enthusiasm preferred

Professional Development
• Training opportunities throughout the above mentioned term
• On-going training and supervision from the Office of the Dean of Students staff

Position Supervisors
Associate Dean for Student Conduct, Associate Dean for Parent Programs and Student Activities

Compensation
Full tuition waiver and $3,500 stipend per semester ($7,000 total).

To Apply
Please submit a resume and cover letter to Jennifer-Henkle@utc.edu by May 2, 2016. You may be contacted for an interview if we are interested in your application.