Position: Graduate Assistant for Academic Initiatives and Assessment
Office: Housing and Residence Life, Division of Student Affairs
Term: August 19, 2019 – April 29, 2020 (1 year with possible renewal, if desired)

Position Description

- This position supports the co-curricular aspects of residentially-based academic communities to create a seamless environment between living and learning.
  - Creation and curating of residential learning communities (RLCs), by working with faculty partners, peer mentors, and residence life staff to provide programming and planning support.
  - Small group meetings with individual RLC partners
  - Monthly/bi-monthly all-RLC coaching meetings
  - Provide planning and support to Assistant Director for Academic Initiatives/Assessment.
- Assist in developing a departmental assessment plan to include: goal/learning outcomes creation, data collection, data analysis, reporting, and “closing the loop”
- Assist in the planning, creation, coordination, and implementation of departmental assessment efforts
  - Creation and maintenance of departmental learning outcomes
  - Surveys and other quantitative data collection
  - Focus groups and other qualitative data collection
  - Analyzing collected data
  - Reporting data in creative ways, including infographics and annual reports
- Plan and create documents to report appropriate outcomes and data to various stakeholders
- Work with FAST program, and serve on the residential learning committee, RA training committee, and RA selection committee, as assigned.
- Other duties as assigned, based on the needs of the department.

Position Requirements

- 20 hours per week
- Applicant must be admitted to a graduate degree program at UT Chattanooga and enrolled in classes for the concurrent academic year.
- Ability to work nights and weekends when needed
- Strong analytical abilities required
- Familiarity with data collection methods required
- Housing and Residence Life experience preferred
- Experience with marketing and graphic design preferred
- Strong time management, organization, critical thinking, cultural competency, collaborative spirit and enthusiasm preferred
- Self-starter with ability to think outside of the box preferred

Professional Development

- Opportunities to serve on departmental and/or campus committees
- On-going training and supervision from the Residence Life staff

Position Supervisor

Assistant Director for Academic Initiatives and Assessment

Compensation

Full tuition waiver for up to 9 credit hours, $3,500 stipend/semester, $7,000 total stipend. This is a live-off position.

To Apply

E-mail Ryan Hall (Ryan-Hall@utc.edu), with a cover letter and resume stating your interest in the position by March 10, 2019. Applications will be considered until the position is filled, but priority will be given to applications received by the initial review date of March 10, 2019.