Position: Graduate Assistant for Programming
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 and coordinates large-scale programming efforts within Housing & Residence Life.
- Assist in the planning, creation, coordination, and implementation of departmental efforts
  - Determines interest based on student data and feedback.
  - Schedules events, reserves spaces, coordinates volunteers, and manages day-of functions.
  - Coordinates evaluation of events to determine effectiveness and satisfaction.
- Coordinate with building RAs to plan large-scale socials.
- Solicits and coordinates events with campus partners, as directed.
  - Educational and safety programming
  - Social programming
- Serve on various committees, as assigned.
- Plan and create documents to report appropriate outcomes and data to various stakeholders.
- 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 event planning skills required
- Familiarity with campus programming required
- Housing and Residence Life experience preferred
- Experience with marketing 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
- Associate Director of Residence Life

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.