Office of Partnerships and Sponsored Programs

Graduate Assistantship

The Office of Partnerships and Sponsored Programs (OPSP) is looking for a first-year graduate student who will work in our office for two years as a Graduate Assistant (GA). The GA position is a full-time Graduate Assistant position (i.e. 20 hours per week) which pays for up to 9 credit hours of tuition at the graduate level ($3,636 per semester) plus a stipend of $3,500 per semester ($7,000 per year). Besides the tuition and stipend, this position is an excellent addition to any résumé as well as an opportunity to learn valuable research and writing skills.

OPSP is a dynamic, fast-paced work environment. The OPSP Graduate Assistant must be willing and able to complete a large variety of tasks, including, but not limited to, the following:

- Researching funding opportunities
- Editing grant proposals
- Assessing grant programs
- Collecting information for proposals
- Updating the OPSP website
- Drafting monthly emails informing faculty of funding opportunities
- Writing monthly announcements recognizing faculty achievements
- Communicating with a variety of internal and external constituencies in a professional manner
- Answering the telephone and taking messages
- Assisting with OPSP-sponsored events, workshops, etc.
- Other tasks as assigned

Applicants should be able to contribute to a dynamic office environment. We are looking for someone who:

- Is self-motivated and eager to learn
- Is dependable
- Is professional
- Is familiar with Microsoft Office, especially Word and Excel (a key requirement)
- Is proficient at internet research and navigation
- Has strong communication skills – both written and verbal
- Has past experience in an office or academic setting
- Has strong prioritization and time management skills
- Is able to multi-task comfortably

Applicants should fill out the general Graduate Assistantship application (on the Graduate School website) and email it, along with a resume and copy of their transcript, to baley-whary@utc.edu. Direct questions to Baley Whary in the Office of Partnerships and Sponsored Programs at the email address above or at 423-425-1743.