



Position: Graduate Research Assistant for Student Engagement

Office: Office of Student and Family Engagement, Division of Enrollment Management and Student Affairs

Term: August 15, 2022 – April 30, 2023

1 year term with possible renewal for a second year, if mutually agreed upon by both parties; Possible renewal will be discussed after the 2022 spring break period.

Position Description: The Graduate Assistant for Student Engagement is a team member in the Office of Student and Family Engagement and reports to the Coordinator for Student Engagement. This position will provide hands-on experience with research study development, program planning, advising and supervising, student leadership training, and assessment and evaluation. This position works 20 hours per week and is classified as a Graduate Research Assistant.

Position Responsibilities

- Assist in the advising of the 2022 Homecoming Student Steering Committee including best practice research, event planning and logistics, day of advising, marketing, training and retreat planning, program assessment and evaluation, recruitment and selection of next executive board/committee, learning outcome development and attending meetings
- Conduct regular assessment of Student Engagement and Homecoming programs and events through use of surveys and other methods of evaluation; report findings to students and staff to generate recommendations for future improvements or action items
- Assist with the planning, implementation, and assessment of other Student Engagement events and programs, as needed
- Coordinate Registered Student Organization (RSO) Information Sessions with the Graduate Assistant for Fraternity and Sorority Life including researching best practices, developing learning outcomes, event planning and logistics, leading sessions and conducting assessment
- Coordinate Greek Show in the Spring including event planning and logistics, on-site management, recruitment of participants, judges and hosts, and post-event evaluation and assessment
- Build a presentation about an aspect of programming using research and experience during your term, submit a presentation proposal to a local, regional, or national conference (i.e. local student conference, Student Organization Institute, National Association for Campus Activities), and present at conference if selected
- Choose an area of student engagement (i.e. student organizations, programming) to assess via a research study and coordinate all aspects of the study including developing research question(s), conducting literature reviews, benchmarking peer and aspirant institutions, coordinating surveys/interviews/focus groups, collecting and analyzing data, and presenting recommendations based on findings for area improvement/growth
- Assist with annual budget request presentations for Homecoming
- Participate in Office of Student and Family Engagement, Office of the Dean of Students and Division of Enrollment Management and Student Affairs staff meetings
- Attend one-on-one meetings with supervisor and students when needed
- Attend national and regional student activities conferences and develop a post-conference presentation to share information learned at conference with students and peers

- Assist with programs and initiatives sponsored by other units within the Office of the Dean of Students as needed
- Other duties as assigned based on interests of the graduate assistant and/or needs of the office

Position Requirements

- Must be enrolled in a graduate degree program at University of Tennessee Chattanooga during the duration of the term and remain in good standing with your program and the University
- 20 hours per week in the office
- Ability to work nights and weekends when needed
- A commitment to professional development and continuous growth
- An agreement of confidentiality
- Strong time management, organization, critical thinking, cultural competency, collaborative spirit and enthusiasm

Preferred Qualifications

- Strong involvement in student organizations and activities while an undergraduate student in the areas of student activities, leadership programs, fraternity and sorority life, housing and residence life, or similar office

Professional Development

- Training opportunities throughout the above mentioned term
- On-going training and supervision from the Office of Student and Family Engagement staff

Compensation

Assistantship includes a full tuition waiver and monthly stipend. This position is classified as a Graduate Research Assistant.

Position Supervisor

Coordinator for Student Engagement

To Apply

Please submit an online application including a resume, cover letter (addressed to Laura Petrus, Assistant Director for Student Engagement), and a list of three references that can speak on your professional and leadership abilities. **We have extended the priority deadline for this application. The review of applications will begin on June 10, 2022** and continue until the position is filled. Applications received before this date will receive priority consideration. You may be contacted for an interview if we are interested in your application.

Link to online application: <https://mocsyncorgs.utc.edu/submitter/form/start/388938>.

Questions about this position and the application process should be directed to Chris Bridgers, Assistant Director for Student Engagement via email at chris-bridgers@utc.edu or phone at 423-425-5457.