

Position: Graduate Assistant for Student Success Programs

Office: Student Success Programs

Term: August 18, 2025 – April 27, 2026

1-year term with possible renewal for a second year, if mutually agreed upon by both parties; Possible renewal will be discussed after the 2025 spring break period.

Position Description: The Graduate Assistant for Student Success Programs is a member of the EMSA team and reports to the Director for Student Success Programs. Student Success Programs aims to increase levels of acceptance, belonging, and connectedness of program participants. This position will provide hands-on experience with research study development, program planning, mentoring 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 with the coordination of programs for Student Success Programs, with an emphasis on RLC initiatives.
- Research best practices in relation to transition programs at other institutions including strategies that increase retention of underrepresented populations, second-year students, and transfer students
- Choose an aspect of Student Success Programs 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
- 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 and present at the conference, if selected
- Establish connections with campus partners and assist with determining collaborative efforts
- Provide clerical support by assisting with email communication, program outreach, and social media updates
- Assist in the marketing, recruitment, and planning of Student Success Programs
- Assist in the coordination of academic and social experiences for participants
- Attend some scheduled evening and weekend programs
- Participate in Student Success Programs and Division of Enrollment Management and Student Affairs staff meetings
- Attend regular meeting with team and supervisor.
- 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

- Desire to learn and contribute to the mission and goals of Student Success Programs
- Experience working in student affairs, engagement, or enrollment management
- Strong interpersonal skills
- Proficiency with Microsoft Office Suite
- Knowledge and use of social media
- Ability to meet and collaborate with campus and community partners
- Reliable, dependable, and self-motivated to work independently
- Excellent verbal/written communication skills; ability to multi-task and prioritize assignments
- Ability to provide excellent customer service and show strong attention to detail
- Ability to forecast and contemplate next steps/processes
- Possess a desire to support and engage in the success of first gen, transfer, and non traditional students

Professional Development

- Training opportunities throughout the above-mentioned term
- On-going training and supervision from the Student Success Program staff

Compensation

The assistantship includes a full tuition waiver and \$4500/semester stipend. This position is classified as a Graduate Research Assistant.

Position Supervisor

Director for Student Success Programs

To Apply

E-mail Laurenz Howard (laurenz-howard@utc.edu), with a cover letter and resume stating your interest in the position.

Applications will be considered until the position is filled.