



Position: Graduate Assistant for Student Organizations

Office: Office of Student and Family Engagement

Term: August 2025 – April 2026

This is a 1-year term with possible renewal for a second year if mutually agreed upon by both parties. Possible renewal will be discussed after the 2026 spring break period.

Position Description: The Graduate Assistant for Student Organizations is a team member in the Office of Student and Family Engagement and reports to the Coordinator for Fraternity and Sorority Life. This position will provide hands-on experience with student organization leadership development, student organization re-registration, parent and family program planning. This position works 20 hours per week.

Position Responsibilities

- Assist with the annual re-registration process for the community of 150+ registered student organizations. This process includes scheduling and administering info sessions, advisor verification, roster checks and review of constitutions and bylaws
- Assist with the registration process of new student organizations and work collaboratively with the SGA Parliamentarian to review submissions
- Develop and maintain website content to include resources and information hub for new and existing Student Organizations, Student Organization advisors and MocSync usage
- Coordinate Winter Organization Fair with GA for Parent and Family Engagement
- Develop and implement trainings for registered student organization leaders and organizations advisors
- Assist with the planning and implementation of Risk and Harm Reduction education, including areas of wellness, prevention, health & safety, bystander intervention, hazing education, and organizational responsibilities
- Assist with program planning and execution of in-person programming for parent and family members
- Contribute to overall office assessment and evaluation of programs and educational trainings

- Build and maintain relationships campus partners and key stakeholders
- Participate in professional development workshops and opportunities provided
- 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
- Maintain a cumulative 3.0 GPA during your full term as a Graduate Assistant
- 20 hours per week in the office
- Ability to work nights and weekends as needed
- A commitment to professional development and continuous growth
- Strong time management, written and verbal communication skills, organization, critical thinking, cultural competency, collaborative spirit, and enthusiasm

Preferred Qualification: 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

Compensation: More information about the compensation provided for this role can be found at the Graduate School [Graduate Assistantship website](#).

Position Supervisor: Coordinator for Fraternity and Sorority Life. Questions can be sent to Kidron Bullock, Coordinator for Student Engagement, at Kidron-bullock@utc.edu

To Apply: Please complete the application using the link below. In the application, applicants will be required to upload a cover letter, resume, and two references that can speak to the applicant's leadership and qualifications for this position. Cover letters should be addressed to The Office of Student and Family Engagement.

Application review will begin on **June 13, 2025**, and will continue until the position is filled. Applications received before this date will receive priority consideration. You may be contacted for an interview should we be interested in your application.

Application Link: <https://mocsyncorgs.utc.edu/submitter/form/start/686023>