

**Position:** Graduate Assistant

**Department:** Office of Title IX Compliance & Survivor Advocacy Services

**Term:** August 2025-May 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 Summary:**

The graduate assistant will support the Office of Title IX Compliance and Survivor Advocacy Services in its efforts to provide responsive, student-centered services related to case management and education. This position will work under the supervision of the Assistant Director of the Center for Women and Gender Equity and will assist with both direct student support and administrative functions. This position requires working 20 hours a week.

**Key Responsibilities:**

**Case Management Support**

- Maintain case notes and documentation in the office's secure case management system.
- Track and organize student support referrals and follow-up activities.
- Support the intake and triage process by gathering preliminary information for staff review (not conducting investigations).

**Outreach & Prevention**

- Assist in the planning and delivery of campus-wide prevention and awareness campaigns.
- Represent Title IX at tabling events, orientations, and training sessions.
- Develop educational content and social media materials related to student rights and resources.

**Administrative & Program Support**

- Help students navigate campus and community resources in a trauma-informed and confidential manner.
- Coordinate scheduling of student meetings and office presentations.
- Prepare resource materials.
- Participate in professional development and receive training in trauma-informed practices and Title IX compliance.

**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
- Strong communication, organization, and interpersonal skills.
- Commitment to equity, confidentiality, and supporting students in crisis.

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

**Position Supervisor:** Assistant Director, Center for Women and Gender Equity, Emily Rosenquist

**To Apply:** Email a cover letter and resume Sara Peters at [sara-peters@utc.edu](mailto:sara-peters@utc.edu).