



OPEN GA POSITION - APPLY NOW: GRADUATE ASSISTANT, FIRST-YEAR STUDIES

First-Year Programs is seeking a Graduate Assistant for Life of the Mind and First-Year Studies 100. This twelve-month Graduate Assistant (GA) position begins May 14 (or earlier, if available) and provides a monthly stipend in addition to a tuition waiver and health insurance.

Job Responsibilities/Qualifications:

- Positive attitude and sincere desire to provide a positive and enriching first-year experience for new and first-year students;
- Classroom experience teaching first-year students, with experience with curriculum design and assessment preferred.
- Excellent oral and written communication skills, including attention to detail and accuracy, effective email communication, phone, and group presentation skills;
- Professional demeanor and appropriate attire for a leadership position that includes frequent contact with students, as well as maturity to function as a staff member in a university office;
- Ability to work both independently as well as with supervisors, co-workers, students, and the university community;
- Proficiency with MS Office applications and Blackboard;
- Undergraduate/Graduate experience in a leadership role preferred.

Responsibilities and assigned tasks include, but are not limited to:

LIFE OF THE MIND:

- Work in collaboration with the Life of the Mind committee in coordinating regular meetings, book selection, and research of best practices in common reading/first-year initiatives;
- Assist in maintaining collaborative relationships with Alumni Affairs, Parents Association, Student Activities, Housing, Libraries, Orientation, Development, and other academic units as necessary;
- Support the coordination of author campus visit;
- Assist in the development and implementation of programming during the fall semester;
- Coordination of Life of the Mind creative response review process;
- Assist in the recruitment and training of Life of the Mind discussion leaders, as well as the logistical coordination of the discussion sections.

FIRST-YEAR STUDIES 100:

- Work closely with the Assistant Director and Director of First-Year Studies to develop and implement the curriculum for FYS 100, an online course required for all first-year students;
- Assist with the management and implementation of the FYS 100 Blackboard course site;
- Support and foster relationships with departments, faculty and staff that contribute to FYS 100;
- Maintain FYS 100 email account and assist with communication with students;
- Coordinate the assessment plan for FYS 100.

FUNCTION AS STAFF MEMBER OF FIRST-YEAR STUDIES:

- Market First-Year Studies to students, parents, and other constituencies (e.g. prospective students, orientation, etc.);
- Display initiative and resourcefulness in responding to programmatic needs;
- Respond verbally and/or electronically to requests from supervisor, staff, or students in a timely manner;
- Attend weekly staff meetings and any related training or staff development activities;
- Assist with the implementation, coordination, and assessment of other First-Year Studies programs as needed (e.g. including but not limited to Pellissippi Bridge, learning communities, staff development, research and benchmark reporting).

Benefits beyond salary:

- Tuition Waiver plus GA stipend; Health insurance

Term:

- 20 hours/week maximum; 12-month position
- **Begins May 14 (or earlier, if available) with preference given to those available for a second year**

To Apply: For full consideration, a cover letter, resume, and contact information (name/email/phone) for three references should be submitted via email to Elizabeth Schonagen, Assistant Director of First-Year Programs (schonagen@utk.edu).

Deadline: Applications will be accepted until the position is filled.