IMMEDIATE OPENING

Position Title: MULTICULTURAL STUDENT LIFE GRADUATE RESEARCH ASSISTANT
Classification: GRADUATE RESEARCH ASSISTANT POSITION

Multicultural Student Life contributes to an inclusive learning environment by enhancing institutional efforts in retaining and graduating students prepared for a diverse global society. We promote the academic success, equality, and leadership development of students through programs and services that holistically address cultural, educational, and civic growth.

Responsibilities and Tasks:

- Assist in departmental programmatic efforts related to but not limited to: cultural and diversity education and/or the first-year student experience
- Assist in the coordination of student leadership development and training workshops with the opportunity to co-instruct courses specific to the engagement, retention, and success of underrepresented student populations
- Work closely with multiple student organizations and aid in the recruitment, selection, evaluation, and training process
- Strategically market Multicultural Student Life programs and services through websites and social media, as well as, to incoming students and parents by participation in admissions recruiting events
- Support departmental staff programs and events

Performs other related duties and tasks requested by the Director and/or Assistant Directors.

Job Requirements/Qualifications:

- Excellent oral, interpersonal, group, and written communication skills; ability to manage multiple assignments
- Experience working with diverse student organizations in a programmatic, leadership or advisory role
- Commitment to the educational and personal development of students
- Ability to work flexible hours including evenings and weekends

Salary/Benefits:

- Tuition Waiver plus $1,325.00/month stipend
- Graduate Student Health Insurance

Term: 20 Hours per week; At will appointment through May 31, 2020.

Review of applications will begin immediately. Please submit resume, cover letter and a minimum of 3 professional references to: multicultural@utk.edu.