The University of Tennessee, Knoxville’s Office of Online Learning & Academic Programs (OLAP) promotes UTK’s mission to move forward the frontiers of human knowledge and enrich and elevate the citizens of the state of Tennessee, the nation, and the world. Central to this mission is the development of new, fully-online degree programs, as well as the creation of innovative teaching and learning environments that increase flexibility and enhance access for students.

OLAP is seeking two (2) graduate research assistants (GRAs) to serve in the Office’s Course Video Production area. This is a 12-month, half-time appointment, and carries a stipend and waiver of tuition and maintenance fees, including for the summer session. This is an in-person, non-remote role reporting to the Lead Video Producer for OLAP. The successful candidate will participate in course development and large-scale video projects and other duties, and be flexible to take the lead on smaller video projects while working under tight deadlines.

Anticipated experiences and responsibilities include:

- Hone video skills by assisting producer and video specialists on video shoots in studio and in the field by running camera, lighting, audio, and teleprompter.
- Learn art direction through support of setup and staging, including props and backdrops, directing clients, and maintaining a safe working environment for participants.
- Learn and/or build video editing skills, including color correction, basic motion graphic design.
- Improve soft skills by interacting with clients to train, consult, and video record as necessary, including the provision of lecture recording training and Panopto closed caption editing.
- Maintain and ensure proper tracking of equipment inventory.
- Ensure that produced content meets accessibility requirements as established by OLAP.
- Support internal communications and marketing efforts, including for social media.
REQUIRED QUALIFICATIONS:

- Experience with Apple’s Final Cut Pro, and Apple Motion
- Knowledge of Mac computers
- Knowledge of operating a camera, adjusting lighting, capturing audio, and running a teleprompter
- Experience in video production, audio recording, and editing

DESIRED QUALIFICATIONS:

- Working knowledge and troubleshooting of Audio/Video equipment operation (cameras, microphones, mixers, video switchers).
- Strong work ethic with ability to see projects through independently
- Strong oral and written communication skills
- Strong organization and customer service skills

HOW TO APPLY

To apply, please email Online Learning & Academic Programs at volsonline@utk.edu
the following:

- CV (with portfolio PDF/link)
- Cover letter
- Contact information for three references

Application materials should be submitted by April 8, 2022

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Expectations of graduate students in assistantships positions:

- Must take at least 6 credit hours for a one-half time (50%) assistantship or at least 9 credit hours for a one-fourth time (25%) assistantship
- Must make adequate progress toward degree
- Must adhere to Student Code of Conduct specified in Hilltopics Student Handbook
- Must have satisfactory work performance

Additional Information about this position
• This is a 12-month appointment requiring the person in this position to work 20 hours per week.

• The annual salary for this position will be approximately $20,000. The first month’s salary will be prorated based on the actual date of completion of new hire paperwork and e-verification. Beginning the second month, the person in this position will receive monthly installments of $1,667. The compensation for this position includes a waiver of tuition and maintenance fees, as well as health insurance.

• The person hired for this position will be responsible for payment of all remaining fees listed on the One Stop Student Services website, https://onestop.utk.edu/wp-content/uploads/sites/63/2018/06/grad_tuition.pdf

• At the discretion of the person hired for this position, as well as the office, this appointment may continue into future academic years pending continuous enrollment as a full-time graduate student, satisfactory performance/degree progression, availability of funding, and positive evaluation of your performance.

• By accepting this position, the candidate agrees to enroll at the University of Tennessee in one of the university’s graduate degree programs in the fall of the academic year employed.

• The person in this position will be responsible for tuition costs should employment be ended for non-compliance with points listed above, or if the person voluntarily rescinds during either the fall or spring semesters of the academic year employed.

• There can also be financial implications for dropping classes or withdrawing from all classes. The amount owed is determined according to the published Academic and Financial Calendar located at https://onestop.utk.edu/calendar. Please consult with the Bursar’s office before dropping your enrollment below 6 hours or before withdrawing from any, or all, courses.