GRADUATE RESEARCH ASSISTANT, ONLINE LEARNING & ACADEMIC PROGRAMS – GRAPHIC DESIGNER

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 a graduate student to serve in the Office’s creative area. This is a 9 or 12-month, part-time appointment, and carries a stipend and waiver of tuition and maintenance fees, including the summer session (if applicable). This is flexible, hybrid role reporting to the Visual Communication Specialist for OLAP. The successful candidate will participate in course development, website management/development, and other duties, and be reliable to take lead on smaller course banner projects while working under tight deadlines.

Anticipated experiences and responsibilities include:

- Assist the visual communication specialist with various design tasks, including a monthly newsletter – design, distribution, and insight gathered information
- Become familiar with the UTK branding guidelines and create visual products to those standards.
- Execute organization and navigation of files, sources, and assets
- Improve skills by interacting with clients for design direction in online course production
- Support internal communications and marketing efforts
- Assist in updating any content or images on our websites via WordPress

REQUIRED QUALIFICATIONS:

- Experience with Adobe Creative Cloud products, especially Photoshop and Illustrator
- Knowledge of Mac computers
- Experience in WordPress for content management
DESIRED QUALIFICATIONS:

- Strong work ethic with ability to see projects through independently
- Execute brand guidelines within design
- Strong knowledge of WordPress – Gutenberg, for formatting/creating webpages
- Knowledge of Emma – or similar newsletter platform
- HTML/CSS experience
- Independently execute time-management and efficiency 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.