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.

To further this mission, OLAP is seeking two (2) graduate research assistants (GRAs) to support the instructional design and development efforts carried out by our staff Instructional Designers (IDs). This is a 9 or 12-month, half-time appointment, and carries a stipend and waiver of tuition and maintenance fees, including for the summer session (if applicable). The duties of this position may be fulfilled remotely or on-campus.

Anticipated experiences and responsibilities include:

- Participate in the design/redesign process for online asynchronous courses, assisting faculty, and building learning design skills under the guidance of a staff mentor.
- Assist in the analysis, design, development, implementation, and evaluation of OLAP instructional efforts.
- Support and contribute to the creation of content and instruction, building skills in multimedia development.
- Research and implement best practices in online teaching and learning.
- Test and revise instructional products to improve accessibility, functionality, and usability.
- Other design and development duties assigned as needed.

**REQUIRED QUALIFICATIONS:**

- Strong MS Office skills for Word and PowerPoint (Excel is a plus).
- Ability and willingness to learn new technologies.
- Good oral and written communication, organizational, and customer service skills.
- Possess an interest in exploring how people learn.
- Possess a strong work ethic, be a self-starter, and demonstrate ability to work independently to complete assigned projects to quality standards and by stated deadlines.
DESIRED QUALIFICATIONS:

- Instructional experience (training, instruction, K-12, etc.).
- Visual or graphic design experience.
- Data visualization.
- Coding, website design/WordPress, and/or learning record store (LRS) experience.
- Development of media-rich content presentations, screencasts, video and audio.
- Mobile learning technologies.
- Experience or interest in accessibility testing of learning content.

HOW TO APPLY

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

- CV
- 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.