**Graduate & Executive Education Student Worker Job Description**

The student worker(s) will report to the Operations and Event Services Manager and will provide part-time Event support to the Office of Graduate and Executive Education (GEE) in the Haslam College of Business at the University of Tennessee. Student workers within the department support classes and events through planning and staffing. GEE values its Student Workers and supports their academic endeavors. To assist with planning time and efforts of our Student Workers, we utilize a WIP (Work in Progress) board which notes the specific responsibilities for each day whether the focus is on: serving lunch, setting up a classroom, residency period support, securing supplies, or other needed functions.

Description of the Office of Graduate and Executive Education:

**Position Description:**

* Collaborate with multiple faculty and staff members, external/internal customers, and other student workers to provide world-class event and classroom support.
* Partner with Operations Team Leaders to support GEE related events, classes and residency periods.
* Ensure that all students, faculty and staff have an incredible customer experience with every interaction.
* Maintain positive and respectful communication with all customers – external and internal.

**Qualifications:**

* Preferred Major in Hospitality Management or Business Administration.
* Ability to work independently; self-motivated; attention to detail.
* Capable of working well with multiple team members; collaborative; creative eye.
* Demonstrated high levels of professionalism, integrity, and accountability.
* Demonstrated strong customer service, communication, organizational, time management, and computer skills.

**Compensation/Timeframe:**

* Hourly compensation paid based on experience and qualifications.
* Position dates are subject to availability, starting Fall 2021.
* Hours of work will be flexible around the regular classroom schedule with a maximum of 25 hours per week.
* Required to work at least 4 Saturdays per semester to assist with staffing for the Executive Programs.

Positions are available now through March 1, 2022. If interested, please submit cover letter and resume to Emma Thomas: [earms@vols.utk.edu](mailto:earms@vols.utk.edu) . Alternatively, you may call 865-974-5001 and ask to speak to **Emma Thomas**.