



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

Academic Programs Graduate Assistant

Supervisor

Curator of Academic Programs

Job Description

The Academic Programs (AP) graduate assistant provides support to the Curator of Academic Programs, and serves as an interface between the McClung Museum of Natural History and Culture and the University of Tennessee by connecting students and faculty with the museum and its collection. The Academic Programs graduate assistant works with the Curator of Academic Programs (CAP) and other museum staff to develop and implement dynamic programming for university students and faculty, curriculum-structured gallery experiences, opportunities for object-based teaching and learning, and new extracurricular initiatives with the Museum. In addition, the AP graduate assistant works to support programming serving the local community at large, including special projects that relate to such areas as accessibility.

Duties

- Assist with class sessions in the galleries that support specific curricular objectives, in consultation with faculty and academic programs staff. This may include researching objects in the collection, preparing objects for display, or participating in or leading class discussions.
- Design and execute outreach to expand participation among faculty and departments that have not traditionally used the museum's resources, as well as among those who have.
- Oversee and facilitate the McClung Student Advisory Board.
- Collaborate with faculty and students to design and create interpretive materials and public programs that represent university perspectives.
- Assist in producing monthly e-newsletters to faculty and staff.
- Work with academic programs staff in developing collaborative initiatives that support the museum's essential role in the academic agenda of UT.
- Participate in and organize departmental programming that serves both the UT audiences and the local community.
- Research related to academic programs, including other campus museums.
- Attend related lectures and other events on campus and in the community.
- Attend museum and departmental meetings.



Smithsonian Affiliations

McClung Museum of Natural History & Culture

1327 Circle Park Drive Knoxville, TN 37996

865-974-2144 865-974-3827 fax mcclungmuseum.utk.edu



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- Other duties as specified.

Required Qualifications

- Currently pursuing a graduate degree at UT in any field, with demonstrated interest in multiple or interdisciplinary fields of inquiry.
- Outstanding written and oral communication and presentation skills.
- Flexibility, creativity, and initiative.
- Interest in object-based and/or informal teaching and learning.
- Ability to work independently and in collaboration with museum staff, university faculty and students.
- Fluency in spoken and written English as demonstrated in application materials and interview.
- Must have a flexible schedule to accommodate class visit requests, as well as the occasional evening and weekend programming.

Preferred Qualifications

- Teaching experience at the post-secondary level.
- Familiarity with academic departments at the University of Tennessee.
- Specialized skills in design, desktop publishing, and/or social media.

Schedule

- The education graduate assistant must work a total of 20 hours per week, primarily Monday–Friday.
- Any weekend or evening programs will be occasional and scheduled in advance.

Physical Requirements

- Able to stand for long periods of time during a tour program.
- During guided activities GA may have to kneel, crouch, lift materials and reach for objects on top shelves.

Instructions

- Send cover letter, current CV/resume and *two* work or academic references to Katy Malone at katy@utk.edu.