

The Center for Student Success is seeking an outreach support graduate student to assist with general duties and outreach services for the College of Engineering and Computer Science's Student Success Center, including:

- giving presentations to varied audiences typically in middle and high schools or community colleges,
- coordinating college and community events, often in collaboration with external partners and internal colleagues from academic departments and Admissions
- assisting with managing mentoring program,
- tracking various data points and assist with data analysis,
- communicating with various high-level community and college personnel,
- making phone calls and speak to others with ease,
- providing insights on how to improve center operations based on I/O learning,
- budgeting, and tracking/assessing inventory.

Good interpersonal, organizational, and critical thinking skills are key. Key qualities include: self-starter, analytic abilities, the ability to lift heavy objects and perform physically demanding duties, excellent verbal and written communication, poise, flexibility, and persistence.

Please submit resumes to irene-hillman@utc.edu by 12/1.