

**UNIVERSITY OF TENNESSEE AT CHATTANOOGA – GRADUATE SCHOOL OFFICE
GRADUATE ASSISTANT POSITION DESCRIPTION**

This form must be completed by for each graduate assistant position

Hiring Department: _____ Position #: _____

Contact Person: _____ Telephone #: _____

Name of student currently in position: _____ UTC ID: _____

Submit this form to the UTC Office of Human Resources, fax # 425-4574.

Classify the graduate assistantship position. Estimate the percent of time devoted to each area. Contact Randy Walker (4478), Dean of the Graduate School or in the HR Office Dan Webb (4760) or Jina Johnson (4014) if you have questions.

Teaching ____% Research ____% Service ____% Unsure ____%

Professional Service ____%

Position description / responsibilities: