

**GRADUATE ASSISTANT APPLICATION**  
**Center for International Education, International Student and Scholar Services**  
1620 Melrose Avenue, Knoxville, TN 37996  
(Please type or print legibly)

**Basic Information**

Name: \_\_\_\_\_  
*First Middle Last/Family/Surname*

Degree Program: \_\_\_\_\_ Department: \_\_\_\_\_

Program Start Date: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_ Current GPA: \_\_\_\_\_

Local Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Local Phone: \_\_\_\_\_

Do you have a valid U.S. driver's license/permit?  yes  no Student ID Number: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

Length of time you have spent at UT? \_\_\_\_\_ Knoxville? \_\_\_\_\_ U.S? \_\_\_\_\_

Higher Education Background:

<i>Name of Institution</i>	<i>Degree/Major</i>	<i>GPA</i>	<i>Dates</i>
1. _____	_____	_____	_____
2. _____	_____	_____	_____

**Previous/Current Employment (beginning with the most recent)**

Employer: \_\_\_\_\_ City/State/Country: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Supervisor's Email: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Duties/Responsibilities: \_\_\_\_\_

Employer: \_\_\_\_\_ City/State/Country: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Supervisor's Email: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Duties/Responsibilities: \_\_\_\_\_

**References (List non-family individuals who can speak to your experience and abilities.)**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Please answer the following questions. Feel free to use extra pages if necessary.**

Describe why you are interested in working with international students and scholars. (Be specific).

Describe any experience you have had in these areas: creating forms, handouts, presentations, statistical reports, researching best practices, creating publicity, giving presentations, and managing websites. (Please be specific).

Please list relevant international or cross-cultural experience that you have had, including living, working, traveling or studying outside the U.S., courses taken, activity in organizations, language ability, etc.

What additional skills, talents or interests — such as computer experience, working with international groups, public speaking — do you have that you feel would be helpful to International Student and Scholar Services? (Please be specific.)

While continued employment is based on job performance, it is preferable to have graduate assistants who will commit to at least 2 years with the ISSS. If hired, are you willing to commit to 2 years including the summer term between? \_\_\_\_\_ Yes \_\_\_\_\_ No

*I certify that the information above is true to the best of my knowledge.*

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

**To apply for this position, complete this application form. A fillable PDF version is available on the CIE website (<http://international.utk.edu>). Email application and resume to Brian Todd [btodd@utk.edu](mailto:btodd@utk.edu).**

**Completed applications must be submitted to the CIE by Wednesday, March 29<sup>th</sup> @ 5pm!**