POSITION ANNOUNCEMENT SUMMARY
GRADUATE ASSISTANT – OFFICE OF LGBTQIA

TEXAS TECH UNIVERSITY
Center for Campus Life
Office of LGBTQIA

Job Responsibilities:

1. **Program Support (30%)**: The Graduate Assistant will assist with the development and implementation of programming opportunities for students. This may include such things as presentations and/or trainings to student organizations, classes, and other groups.

2. **Communications and Marketing (20%)**: The Graduate Assistant will assist with mailings, the development of the Office’s electronic newsletter, *eCheers*, program marketing, and resource development for students, faculty, and staff.

3. **Special Project (20%, Reporting to the Director of the Center for Campus Life)**: Assist with the implementation of a training program for student assistants, undergraduate and graduate, for units comprising the Center for Campus Life, including: Fraternity and Sorority Life; Office of LGBTQIA; Red to Black; Spirit Office; and Student Involvement.

4. **Student Services (10%)**: The Graduate Assistant will advise lesbian, gay, bisexual, transgender, queer, intersex, and asexual (LGBTQIA) and ally students navigating campus life.

5. **Supervision (10%)**: The Graduate Assistant will advise undergraduate student assistants and supervise volunteers in accomplishing administrative and programmatic tasks.

6. **Office Support (10%)**: The Graduate Assistant will provide secondary support for other reasonable administrative duties.

7. **Other Duties as Assigned**

Requirements: The successful candidate will possess strong communication and presentation skills. A bachelor’s degree is required and candidates should have previous student affairs, student activities or student leadership experience. This position is designed for the individual who is pursuing a Master’s degree. Candidates must have a demonstrated knowledge regarding the concerns and issues of LGBTQIA individuals. Understanding of multiple and intersecting identities is preferred. At time of employment, candidates must be accepted into a graduate degree program at Texas Tech University. Enrollment in the Higher Education program is preferred. This position is security sensitive. Applicants will be subjected to a background check. All candidates will be required to submit academic transcripts to verify education.

Remuneration: $14.40 per hour

Hours: 20 hours per week. The Graduate Assistant is expected to work all University workdays unless prior arrangements have been made with their supervisor and all job responsibilities are completed. Night and weekend hours are required at various times throughout the year.

To Apply: Applicants should submit a cover letter, resume, and three (3) current references. Review of applicants will begin immediately and will continue until position is filled. EEO/Affirmative Action Institution.

For more information, please contact Jody Randall, Office of LGBTQIA, at (806) 742-5433 or jody.randall@ttu.edu.