Position Description and Performance Expectations

Graduate Assistant

Texas Tech University
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. **Special Project (20%, Reporting to the Senior 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.

3. **Student Services (20%)**: The Graduate Assistant will advise lesbian, gay, bisexual, transgender, queer, intersex, and asexual (LGBTQIA) and ally students navigating campus life. The Graduate Assistant will assist with the development of resource materials for students, faculty, and staff.

4. **Supervision (20%)**: The Graduate Assistant will supervise undergraduate student assistants and volunteers in accomplishing administrative and programmatic tasks.

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

6. **Other Duties as Assigned**

Requirements: The Graduate Assistant must possess strong communication and presentation skills. A bachelor’s degree is required and previous student affairs, student activities or student leadership experience is beneficial. The Graduate Assistant must have a demonstrated knowledge regarding the concerns and issues of LGBTQIA individuals. Understanding of multiple and intersecting identities is preferred.

Performance Expectations: The Lead Administrator for LGBTQIA, in consultation with the Senior Director for the Center for Campus Life, will assess each of the six categories listed above on a semester basis, using the following scale: 1 – Consistently Below Expectations; 2 – Frequently Below Expectations; 3 – Below Expectations; 4 – Strong Performer; 5 – Above Expectations; 6 – Frequently Above Expectations; and 7 – Consistently Above Expectations. Additional areas of evaluation will include: Leadership Ability; Decision Making; Conflict Resolution; and Initiative.

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.