Transition & Engagement/Red Raider Orientation
Development and Customer Relations

Position Summary:
The Development and Customer Relations graduate assistant will directly support the Red Raider Orientation program through the development of sponsorship relationships and the coordination of off-campus partnerships. This graduate assistant is also responsible for assisting the Director of Red Raider Orientation with the Red Raider Orientation communication plan.

Job Responsibilities:

1. Customer Relations – Primary job function will include managing phone calls, emails, and general customer service outreach. This will require work on evening and weekends during high orientation call volume.

2. Sponsorship Development – Contact prospective businesses and present sponsorship opportunities; organize and oversee the Red Raider Orientation apartment fair.

3. Program Assessment – Develop and administer program or departmental assessments to provide information on student learning outcomes.

4. Committee Responsibilities – Represent Transition & Engagement on departmental and Division committees as assigned.

5. Program Support – Participate in the marketing and implementation of all Transition & Engagement programs, including Red Raider Orientation, Transfer Connection, Red Raider Camp, Raider Welcome, Convocation, Majors & Minors Fair, Strive for Honor, Ready.Set.Register. and more; including weekend and evening hours.

6. Presentation & Recruitment – Represent Transition & Engagement at recruiting events, including but not limited to presentation of programs and services, table-marketing, etc.

7. Other Duties as Assigned.

Requirements: A bachelor’s degree is required and candidates should have previous public relations, student affairs, student activities, or student leadership experience. This position is designed for the individual who is pursuing a Master’s degree. At time of employment, candidates must be accepted into a graduate degree program at Texas Tech University. This position is security sensitive. Applicants will be subjected to a police records check. All candidates will be required to submit academic transcripts to verify education.

Remuneration: Graduate Assistants are 12-month appointments with a salary of $14 per hour. Fulltime enrollment of 9 credit hours a semester in a graduate program is required. Limited professional development funds are provided for conference attendance.

Hours: 20 hours per week. Graduate Assistants are 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: Applications should submit a cover letter, resume, academic transcript, and a list of three current references. Review of applicants to begin immediately and will continue until position is filled. A letter of acceptance to Texas Tech University Graduate School will be required to receive an official employment offer. EEO/Affirmative Action Institution.

For more information, please contact Transition & Engagement at 806-742-2993 or studentengagement@ttu.edu, www.studentengagement.ttu.edu