Position Summary:
The Event Planning and Management graduate assistant is responsible for the coordination and implementation of a variety of student programming, including Raider Welcome, Raiders Who Rock, New Student Convocation, and more. This graduate assistant is responsible for assisting the Assistant Director of Transition & Engagement with the marketing and development of these programs, as well as coordinating the event logistics.

Job Responsibilities:

1. **Program Supervision** - Assist with Transition & Engagement program planning and implementation, and student group support, including weekend and evening hours. Coordinate the pre-event communication and program development for a variety of transition programs.

2. **Event Planning** - Coordinate departmental events, including leading committee meetings, email marketing, and logistics planning.

3. **Customer Relations** - Support the Red Raider Orientation program through managing phone calls, emails, and general customer service outreach. This will require work on evening and weekends during high orientation call volume.

4. **Program Assessment** - Develop and administer program or departmental assessments to provide information on student learning outcomes.

5. **Committee Responsibilities** - Represent Transition & Engagement on departmental and Division committees as assigned.

6. **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.

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

8. **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. Full-time 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