POSITION ANNOUNCEMENT SUMMARY
GRADUATE ASSISTANT – GREEK LIFE

Texas Tech University
Lubbock, Texas

Job Responsibilities:

1. **Advisement of Student Groups** – Provides advisement to one or more student organizations including recruitment & selection, officer & member development, advisor relations, risk management and overall student group development. These groups may include: IFC, MGC, NPHC,PH, Order of Omega, or Rho Lambda.

2. **Programming** – Plan and implement large-scale programming for the Texas Tech campus. Includes budgeting, contracting, promotions and marketing, and event management. Programs may include: Community Service Events, Greek Treat, Council Retreats, Risk Management Training, etc.

3. **Committee Responsibilities** – Represent the Center for Campus Life on departmental and Division committees as assigned.

4. **Assessment & Research** – Support and administer program or department assessments to provide information on student learning outcomes. Research information and resources for risk management, student organization services & training, and recognition programs.

5. **Administrative Responsibilities** – Manage organization rosters, Intake forms, officer info, etc. Ability to development and maintenance manage website; Support the generalist functions of the Center for Campus Life.

Requirements: 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. At time of employment, candidates must be accepted into a graduate degree program at Texas Tech University. Higher Education program and membership in a fraternity/sorority is preferred. This position is security sensitive. Applicants will be subjected to a background check and drug test. 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: 25 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, letter of acceptance to Texas Tech University Graduate School and three (3) current references via email to jason.biggs@ttu.edu. Review of applicants to begin immediately and will continue until position is filled. EEO/Affirmative Action Institution.

For more information, please contact Jason Biggs, Center for Campus Life, at (806) 742-5433 or jason.biggs@ttu.edu.