



TEXAS TECH UNIVERSITY
Office of the Provost
Student Life™

Student Life Graduate Assistant

Job Responsibilities:

- Perform creative and administrative duties within the Student Life area as assigned.
- Assist in the planning and implementation of the Tech Ten program.
- Assist in the planning and implementation of the Student Life Staff Awards Ceremony.
- Assist with Student Life Strategic Planning and Assessment Committee needs.
- Assist with the Student Life Staff Engagement Committee needs.
- Assist with the Student Wellbeing Collaborative needs.
- Assist with marketing and communication needs for Student Life as assigned.
- Plan, produce, edit, and assist with delivering creative multimedia content via photography, videography and graphic design for departmental social media, websites, and other digital platforms as assigned.
- Post content for Student Life department social media accounts.
- Assist with department-wide events and initiatives when asked.
- Assist with special projects as requested by the Dean of Students/Vice Provost for Student Life and the two Assistant Vice Provosts for Student Life.
- Other duties as assigned.

Requirements:

- Maintain a minimum 3.0 semester TTU grade point average and 3.0 cumulative TTU grade point average.
- Maintain a minimum enrollment of 9 credit hours.
- Must maintain satisfactory academic and student conduct standing within the university.
- Photography and videography experience preferred.
- Experience in Adobe Creative Suite preferred.
- Ability to adhere to timelines, think creatively, and utilize professional communication skills.
- Successful candidates will have demonstrated leadership experience and academic achievement.
- Candidates should demonstrate a mature and friendly attitude, present a well-groomed appearance, and possess sound decision-making skills.

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:

Maximum 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:

Applicants should submit a cover letter, resume, academic transcript, letter of acceptance to Texas Tech University Graduate School, and three (3) current references to the contact listed below. Review of applicants will begin *immediately* and will continue until the position is filled. The preferred start date is *September 1, 2024*. EEO/Affirmative Action Institution.

Position Contact:

Kimberly Thornton
Assistant Vice Provost for Campus Life
Student Life
Student Union Building, 203
806-742-2984
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