



Position Announcement

Graduate Assistant

Job Responsibilities:

1. **Alcohol & Other Drug Prevention:** Graduate Assistant will develop events and educational content related to the prevention of risky alcohol and/or drug use among college students. The Graduate Assistant will assist with the management and assessment of Think About IT (mandatory online prevention education) and will assist in the development and management of sanction meetings for AOD coaching.
2. **Office Support:** Graduate Assistant will support the RISE professional staff with day-to-day office operations, composing emails and other correspondence, performing administrative duties, greeting students and assisting with resources and crisis support, answering phones, office errands, and other office management tasks and duties as assigned.
3. **Presentation & Educational Outreach:** Graduate Assistant will represent RISE at campus events, make presentations on services and programs, and assist in table marketing, etc.
4. **Program Support:** Graduate Assistant will assist with the development and implementation of programming and educational goals of RISE, such as RRO, Raider Welcome, violence prevention & response, alcohol & other drug prevention, bystander intervention, safety & wellness promotion, and peer education student organization support/advisement.

Requirements: Graduate Assistant must be a graduate student in a related program, keep a 20 hour/week schedule, and must be able to work over the summer. Heavy lifting may be required, up to 30 pounds. Occasional nights and weekends required.

Preferred Qualifications:

- A high sense of advocacy and commitment to the education of individuals and groups on the topics of wellness and risk reduction
- Skilled at handling issues of crisis and conflict in a compassionate, helpful, and confidential manner
- Highly sociable, cheerful, and positive/pleasant disposition and can handle student concerns professionally
- Outstanding communication skills and ability to communicate effectively with all levels of administration
- Excellent presentation and interpersonal skills
- Strong comprehension and active listening skills, highly self-motivated and organized
- Proficiency or commitment to learn **MS Office applications** and **Adobe Creative Suite**

Remuneration: Graduate Assistant positions are semester appointments (renewable each semester as funding and performance permit) with an hourly salary of \$18 per hour.

Hours: Minimum 20 hours required per week.

To Apply: Applicants should submit the graduate assistant application, résumé, class schedule/tentative work schedule, and three (3) current references. Review of applicants will begin immediately, and will continue until the position is filled. TTU is EEO/Affirmative Action Institution.

For more information, please contact Brittany Todd, RISE Director, 806-742-2110, 247 Drane Hall, brittany.todd@ttu.edu.



Graduate Assistant Application

Please fill out this application completely and honestly. Read the information provided in this application carefully and pay attention to important dates and guidelines.

Please include the following with your application:

- Completed and signed application
- Résumé, with three references
- Class schedule (if known)
- Tentative work schedule

Please Print.

Applicant Information		
First Name:	MI:	Last Name:
R Number:	TTU Email Address:	
Local Phone:	Cell Phone:	
Current address:		
City:	State:	ZIP Code:
Permanent address:		
City:	State:	ZIP Code:
Program:		
Prior Semester GPA:		Cumulative GPA:

Have you ever been convicted, placed on probation, or placed on deferred adjudication for any criminal charge?

Yes or No

This is a Security Sensitive Level II Position: Applicants for this position will be subject to a Criminal Background Check and drug testing. Drug testing will occur before employment offer will be extended.

Are you willing to have such checks conducted in order to be considered for employment? Yes or No



Graduate Assistant Application

Mark the times you are available to work in summer 2018.

Please note: We will work around your class schedule, but we will schedule work hours based on office needs.

Nights and weekends occasionally required.

	SUNDAYS	MONDAYS	TUESDAYS	WEDNESDAYS	THURSDAYS	FRIDAYS	SATURDAYS
8:00							
8:30							
9:00							
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4:00							
4:30							

Application Statement Verification

The information contained in this application is correct to the best of my knowledge. I am aware that my GPA can and will be verified by the selection committee at the time of application and at the end of every semester in which I am employed. I understand that I must maintain a cumulative GPA of 2.0 to continue employment.

Signature

Date