

Graduate Assistant for Assessment & Retention

Texas Tech University - University Student Housing – Residence Life

General Description

University Student Housing at Texas Tech University promotes each student's learning experience by creating safe, supportive learning environments for academic and personal success. University Student Housing is committed to the total development of the resident within an inclusive community through student government, programming, residence hall standards, and supportive learning environments in the residence halls.

The Graduate Assistant for Assessment and Retention, as an educator, will work with the Senior Associate Managing Director and Assistant Director for Residence Education and Academic Programs to provide direction and support for departmental assessment and retention efforts at Texas Tech University, including both Educational Benchmarking Incorporated (EBI) and Making Achievement Possible-Works (MAP-Works). The Assistant Director for Residence Education and Academic Programs will be the direct supervisor for this position.

Essential Basic Functions

Essential functions or fundamental job responsibilities for the position of Graduate Assistant for Assessment and Retention include having the ability to: (1) travel between assigned areas and other departmental facilities; (2) direct and respond to fire alarms and other emergencies; (3) manage the physical conditions of the residence hall facilities; (4) operate a computer system using various types of software applications; (5) ascend and descend multiple flights of stairs, especially in cases of emergencies; (6) operate the established manual University key lock system and University Student Housing access system; and (7) operate a hand held radio.

Basic functions necessary for the position in the area of communications include the ability to: (1) read reports, gather and analyze data, and compile information for written reports; (2) prepare written memorandums and documents and compile the numerous forms needed in the daily operation of managing the residence halls; and (3) communicate effectively, both orally and written, with residents, parents, visitors, faculty, and staff.

Responsibilities

The Graduate Assistant for Assessment and Retention is expected to fulfill all duties listed below, in addition to other projects and assignments determined in conjunction with supervisory team:

Administrative Responsibilities

- Distribute information as appropriate
- Fulfill expectations of a 20 hour work week with potential evening commitments
- Maintain office hours for walk-in appointments with clients
- Monitor budget responsibilities within the position as assigned
- Respond to faculty/student concerns; refer difficult cases to appropriately
- Attend meetings as scheduled and required
- Complete summer job duties as assigned

Graduate Assistant for Residence Education and Academic Programming Position Description

Assessment and Retention

- Work closely with the Enrollment Management and Undergraduate Education, the Center for Campus Life, University Advising, Institutional Research and other faculty & staff on campus in the implementation of MAP-Works
- Work closely with the Senior Associate Managing Director in the implementation of both student staff and resident Educational Benchmarking Incorporated (EBI) Assessments
- Oversee the facilitation and implementation of additional campus-wide assessment efforts including the use of a variety of quantitative and qualitative measures for University Student Housing
- Coordinate promotional campaigns for departmental assessment and retention efforts
- Create regular reports on assessment results based on student responses, alerts and faculty/staff interaction
- Provide data-supported proposals for the continued improvement of departmental initiatives
- Develop, implement and maintain processes for gathering departmental data

Recruitment, Staff Orientation, Training and Development

- Train departmental staff on how to utilize data gathering processes
- Assist in training Residence Life staff, RaiderReady Faculty and other campus faculty/staff in the use of MAP-Works for student success
- Facilitate annual departmental training specific to the needs of In-hall staff regarding MAP-Works, EBI and other assessment efforts
- Participate in campus-wide and area training coordinated by Residence Life
- Participate in departmental selection processes for professional staff, paraprofessional staff, and student leaders as needed
- Participate in professional development through training, committee involvement, conference attendance, presentations, and involvement in professional organizations

Programming and Outreach

- Speak informally with residents about academic, personal, or community successes or concerns, particularly based on MAP-Works results
- Promote student learning throughout Residence Life programs and provide outreach programming on appropriate topics
- Understand and support the educational curriculum within the department
- Present assessment and retention focused programs and workshops to assist with Residence Life staff professional development

Crisis Intervention/Response

- Work with the Texas Tech University Police Department, Student Counseling Center, and other agencies on immediate response to incidents in the residence halls
- Exercise sound judgment and ethics to handle situations appropriately
- Serve in a “call to duty” status as needed

Departmental Committees

- Serve on at least one departmental committee
- Serve on a divisional committee (if available)
- Serve on the Campus Wide MAP-Works Taskforce Committee

Other

- Promote student and staff achievement and initiatives through nominations for departmental, campus, and national awards

Graduate Assistant for Residence Education and Academic Programming Position Description

- Develop and maintain print and digital marketing – including related websites
- Other duties as assigned

The Graduate Assistant for Assessment and Retention is expected to work with all staff in the development and implementation of management and learning initiatives for the entire residence life operation. Collaboration throughout the department and campus community is vital to the success of this position.

There may be times throughout the year when the Graduate Assistant for Assessment and Retention will be expected to work evenings and weekends. Availability during this time will be determined in conjunction with the Graduate Assistant's supervisor as well as other University Student Housing Graduate Assistants and department leadership.

Qualifications

A Bachelor's Degree is required, and candidates must have previous relevant experience. At the time of employment, candidates must be accepted into a doctoral degree program from Texas Tech University; a Higher Education or Assessment focused program is preferred. A Graduate Assistant for Assessment and Retention position is considered a security sensitive position and is required complete and pass a criminal background check and a drug test. All candidates will be required to submit academic transcripts to verify education.

The Graduate Assistant for Assessment and Retention must be committed to working within an innovative environment that is focused on the education of individuals and groups of college students within a residential setting through the development of cohesive living and learning communities. The Texas Tech University Student Housing Residence Life program is built on a student learning philosophy supporting student involvement in government, residence hall standards, programming, community development, and supportive learning environments.

Remuneration

The Graduate for Assessment and Retention position is a 20 hour per week (.50 FTE) appointment with a salary of \$1,500 per month for full-time enrollment of nine (9) graduate hours. This assistantship can have multi-year appointments with the recommendation of their supervisor and approval of the Senior Associate Managing Director. Staff enrolling in or dropping course work to fall below full-time enrollment will no longer be paid by a monthly stipend and changed to an hourly rate status of 20 hours per week at \$10/hour. Staff members wishing to take more than nine (9) hours must gain approval from their supervisor prior to registering for an overload enrollment. University Student Housing will award a scholarship of \$2,500 each academic year semester enrolled during employment which will amply cover the student fee portion for a nine (9) graduate hour load. This scholarship is considered a competitive scholarship, therefore waiving all out-of-state tuition fees. All other fees and tuition costs above the nine (9) hours of waived student fees and out-of-state tuition fees are the sole responsibility of the staff member. No fee scholarships are offered for summer course work.

The Graduate for Assessment and Retention is expected to work from 10:00am to 4:00pm when classes are in session; however, some work time will be required on when classes are not in session and prior approval must be gained from the supervisor before leave can occur. Professional Development funds of \$750 are set aside for each graduate assistant as long as funding is available. Some restrictions on use of funding do apply. This position is not a live on position.

Affirmative Action & Equal Opportunity (AAEO) Statement

Texas Tech University is committed to the principle that in no aspect of its programs, shall there be differences in the treatment of persons because of race, creed, national origin, age, sex, or disability,

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and that equal opportunity and access to facilities shall be available to all