



TEXAS TECH UNIVERSITY  
Center for Campus Life

## Student Involvement™

### POSITION ANNOUNCEMENT SUMMER GRADUATE ASSISTANT

Texas Tech University  
Lubbock, Texas

#### **Position Description:**

The Graduate Assistant assists in the development and implementation of services and programs related to Student Involvement: student organizations, student leadership development, and service engagement. The Graduate Assistant will work with the student involvement staff to design and implement specific strategies to improve student's knowledge of involvement, leadership development, and service engagement opportunities.

#### **Job Responsibilities:**

- Assists with the 550+ student organizations in the areas of registration, training, programming, risk management, and advisement.
- Assists with the researching, developing, implementing, and evaluating programs to train and support student organization leaders.
- Assists with the researching, developing, implementing, and evaluating programs to train and support student organization faculty/staff advisors.
- Present programs and other appropriate educational outreach activities to student organizations, advisors, incoming students and the campus community.
- Assist in the management and education of the community TechConnect program.
- Assist with maintaining an accurate website and any other forms of social media including but not limited to Facebook, Twitter, and Instagram.
- Assist with the creation and dissemination of any marketing/promotional materials for Student Involvement.
- Assist with assessment projects for the purpose of improving the quality of the student involvement experience.
- Provide administrative support for Student Involvement as needed (answering the phone, routing calls, taking messages, checking voicemail, answering student questions, etc.).
- Attend any staff meetings of Student Involvement.

#### **Requirements:**

Prior experience and/or membership in student organizations highly preferred. This position will require strong computer and presentation skills and excellent oral and written communication skills. The candidate must have the ability to maintain confidentiality when required and be able to use personal relations skills to interact with individuals from a variety of backgrounds. Applicants must have completed a Bachelor's degree and be accepted into a graduate program at Texas Tech University. This position is designed for the individual who is pursuing a Master's degree. Preference will be given to applicants enrolled in higher education, counseling, communications, or other related programs.

Applicants may be subject 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:**

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 *May 28, 2019*. EEO/Affirmative Action Institution.

**Position Contact:**

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