

Texas Tech University Student Housing Residence Life Graduate Assistantships

Graduate Assistant positions are considered Professional Staff and job descriptions are available at <http://housing.ttu.edu/employment/professional> and application inquiries and materials may be directed to Otto Ratheal at otto.ratheal@ttu.edu or (806) 834-3930.

Graduate Hall Coordinator

Duties: The Graduate Hall Coordinator will be responsible for assisting with the selection, training, mentoring, and evaluation of 10 – 22 Community Advisors, and indirect and/or direct supervision of 4-8 Student Assistants. Additional duties may include advising the complex council, and/or the supervision of Senior Community Advisors(s). Graduate Hall Coordinators will assist in the development and management of living and learning communities that motivate and inspire students to devote more time to educationally purposeful activities. Participates in sub-area pager rotation coverage after first year and attends to crisis and emergency situations.

Weekly Hours: Office hours are from 10:00 a.m. to 4:00 p.m. Monday through Friday. Position requires some evening and weekend work.

Pay: Apartment, Matador meal plan and a salary of \$1,300 per month for full-time enrollment. Graduate Assistant receives a \$2,500 scholarship each fall and spring semester to help pay student fees.

Preferred Qualifications: A Bachelor's Degree is required and candidates must have previous residence hall staff experience. This position is designed for the individual who is enrolled in a Master's Degree program at Texas Tech.

To Apply: Application process generally begins in November of each year for positions anticipated for the next academic year. Selection process typically ends in April. Openings are posted at <http://housing.ttu.edu/employment/professional>

Other Information: Graduate Hall Coordinators must be able to direct and respond to fire alarms, monitor physical conditions of all residence hall facilities and ascend multiple flights of stairs.

Graduate Assistant for Residence Education & Academic Programs

Duties: Provides direction for recruitment, student leadership, student learning and academic success for residents, student staff and professional staff living on campus at Texas Tech University. May advise and/or supervise academic success staff, Residence Hall Association (RHA), RHA Executive Board, National Residence Hall Honorary

(NRHH), Student Staff Leadership Council (SSLC), Multicultural Advocates, Residential Tutors, Raiders Educated About Leadership (REAL) or President's Council.

Weekly Hours: Thirty hours per week with evening commitments

Pay: Apartment, Matador meal plan and a salary of \$1,300 per month for full-time enrollment. Graduate Assistant receives a \$2,500 scholarship each fall and spring semester to help pay student fees.

Preferred Qualifications: A Bachelor's Degree is required and candidates must have previous relevant experience, preferably in a residence hall setting. This position is designed for the individual who is pursuing a Master's Degree in the Higher Education department.

To Apply: Application process generally begins in November of each year for positions anticipated for the next academic year. Selection process typically ends in April. Openings are posted at <http://housing.ttu.edu/employment/professional>

Other Information: Candidate must be able to direct and respond to fire alarms and ascend multiple flights of stairs. Participates in sub-area pager rotation coverage after first year and attends to crisis and emergency situations.

Graduate Assistant for Recruitment & Training

Duties: Provides support for the recruitment and training initiatives in Residence Life. Works with all aspects of student and professional staff recruitment including advertising, application processes, interviews, offer letters and hiring procedures for over 300 student and staff positions. Also supports professional staff orientation and education initiatives.

Weekly Hours: Thirty hours per week with evening commitments

Pay: Apartment, Matador meal plan and a salary of \$1,300 per month for full-time enrollment. Graduate Assistant receives a \$2,500 scholarship each fall and spring semester to help pay student fees.

Preferred Qualifications: A Bachelor's Degree is required and candidates must have previous relevant experience, preferably in a residence hall setting. This position is designed for the individual who is enrolled in a Master's Degree program at Texas Tech.

To Apply: Application process generally begins in November of each year for positions anticipated for the next academic year. Selection process typically ends in April. Openings are posted at <http://housing.ttu.edu/employment/professional>

Other Information: Candidate must be able to direct and respond to fire alarms and ascend multiple flights of stairs. Participates in sub-area pager rotation coverage after first year and attends to crisis and emergency situations.

Graduate Assistant for Environmental & Social Media

Duties: Creates and manages internal and external website content to support and inform various audiences about Residence Life programs and services. Maintains University Student Housing Facebook pages, Twitter accounts, YouTube content and other social media platforms. Coordinates programs and initiatives supporting department initiatives, such as recycling and other sustainability projects.

Weekly Hours: Thirty hours per week with evening and weekend commitments possible

Pay: Apartment, Matador meal plan and a salary of \$1,300 per month for full-time enrollment. Graduate Assistant receives a \$2,500 scholarship each fall and spring semester to help pay student fees.

Preferred Qualifications: A Bachelor's Degree is required and candidates must have previous relevant experience, preferably in a residence hall setting. This position is designed for the individual who is enrolled in a Master's Degree program at Texas Tech.

To Apply: Application process generally begins in November of each year for positions anticipated for the next academic year. Selection process typically ends in April. Openings are posted at <http://housing.ttu.edu/employment/professional>

Other Information: Candidate must be able to direct and respond to fire alarms and ascend multiple flights of stairs. Participates in sub-area pager rotation coverage after first year and attends to crisis and emergency situations.

Graduate Assistant for Assessment & Retention

Duties: Assists in implementation of MAP-Works, and both student staff and residence Educational Benchmarking Incorporated (EBI) Assessments. Uses a variety of quantitative and qualitative measures in the facilitation and implementation of additional campus wide assessments. Assists in MAP-Works, EBI and other assessment training for faculty and staff.

Weekly Hours: Position works 20 hours a week; 10:00 a.m. to 4:00 p.m. when classes are in session, with potential evening and weekend commitments

Pay: Salary of \$1,500 per month and a \$2,500 scholarship award each academic year semester for full-time enrollment of nine graduate hours.

Preferred 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.

To Apply: Application process generally begins in November of each year for positions anticipated for the next academic year. Selection process typically ends in April. Openings are posted at <http://housing.ttu.edu/employment/professional>