POSITION ANNOUNCEMENT
GRADUATE ASSISTANTS

Texas Tech University
Lubbock, Texas

Position Description:
The successful candidate will learn about fraternity/sorority advising and programming. The position includes responsibility for advising and personal development of student leaders, cultural and educational program development, monitoring student conduct, and assisting with assessment projects. This position engages in active research, geared toward the improvement of current policies and practices. The position reports to and directly supports the activities and functions of Fraternity & Sorority Life.

Job Responsibilities:
- Assist with the advisement of the four Fraternity & Sorority Life governing councils (Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, or College Panhellenic).
- Directly advise the one of the following Greek Ambassadors, Rho Lambda, and/or Order of Omega.
- Maintain active involvement in all Fraternity & Sorority Life sponsored programs and activities.
- Assist in planning programs to promote and create a viable fraternal experience for members of the community (ex. Fraternity & Sorority Life Educational Series, Leadership Retreat, risk management and harm reduction education, etc.).
- Assist with maintaining an accurate website (and any other forms of social media including but not limited to Facebook, Twitter, etc.) by providing updated information to the fraternity and sorority community.
- Assist with the creation and dissemination of any marketing/promotional materials for Fraternity & Sorority Life.
- Assist with assessment projects for the purpose of improving the quality of the membership experience.
- Maintain contact with chapters to promote ideas, perform programs, and educate members on issues important to the community.
- Assist with the compilation of data for inclusion in the Fraternity & Sorority Life Annual Report.
- Assist with contributions to external communications.
- Provide administrative support for Fraternity & Sorority Life as needed (answering the phone, routing calls, taking messages, checking voicemail, answering student questions, etc.).
- Attend all staff meetings of Fraternity & Sorority Life.
- Assist in the management and interpretations of all university and Center for Campus Life policies.
- Contribute to a welcoming and inclusive environment within the Fraternity & Sorority Life campus community.
- Perform other duties as might be deemed necessary for the effective operation of the office or Greek community by the Fraternity & Sorority Life professional staff.
Requirements:
Prior experience and/or membership in fraternity and sorority life 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, the ability to work autonomously with limited supervision, 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 will 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 Joie LeRette Fraternity & Sorority Life, through the e-mail listed below. Review of applicants is ongoing and will continue until the positions are filled. The preferred start date is February 1st, 2021, but flexible. EEO/Affirmative Action Institution.

Position Contact:
Joie LeRette, M. Ed.
Assistant Director, Fraternity & Sorority Life
Center for Campus Life
Texas Tech University
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806-742-2403
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