

Graduate Assistant – Community & Character Development

Part-Time

Description

Position Summary:

The Graduate Assistant for Community & Character Development reports to the Assistant Director of Community & Character Development and assists the J.T. & Margaret Talkington Leadership Academy with daily tasks and various duties as assigned relating to community and character development as well as any other areas covered by the JTMTLA. *This position is limited to a maximum of two years.* Texas Tech University will provide hourly pay.

Duties and Responsibilities of this Position:

1. Serve as a member of the leadership academy staff and help with leadership academy activities including daily tasks such as filing, word processing, data entry etc.
2. Assist with special events, including Red and Black Gala, athletics kickoff event, Red and Black Giveback opportunities and character development guest speakers
3. Work directly with Red & Black Giveback and oversee, approve and deny all donation and appearance requests submitted via the online request system
4. Manage the internal autograph request process as well as autograph item inventory
5. Assist with planning, organizing and implementing community service activities to include attendance at community service events/meetings with and/or in place of the Assistant Director, Community & Character Development
6. Assist with the planning and facilitation of summer bridge and IS 1200
7. Utilize the official J.T. & Margaret Talkington Leadership Academy email account for all formal communication as well as Twitter and Instagram accounts to market and engage with constituents
8. Familiarity with Teamworks as a marketing and communication tool as well as Adobe Spark to create promotional images

Required Qualifications:

- Bachelor's Degree from an accredited college or university
- Acceptance and continued enrollment in a graduate program at Texas Tech University
- Flexible work schedule with some evening and weekend availability
- Effective oral and written communication skills
- Strong customer service skills
- Ability to multitask and display strong time management and organization skills

If interested, contact Lamarr Pottinger. At TTU Athletics (+1806-834-5995)

Lamarr.Pottinger@ttu.edu