POSITION ANNOUNCEMENT
GRADUATE ASSISTANT 2018-2019

TExAS TECk UNIVERsITY
Office of LGBTQIA

Job Responsibilities:

1. **Program Support (40%)**: The Graduate Assistant will assist with the development and implementation of programming opportunities. This may include such things as presentations and/or trainings to student organizations, classes, and other groups.

2. **Student Services (20%)**: The Graduate Assistant will assist with the development of resource materials for students, faculty, and staff on matters affecting lesbian, gay, bisexual, transgender, queer, intersex, and asexual (LGBTQIA) and ally individuals navigating campus life.

3. **Supervision (20%)**: The Graduate Assistant will supervise undergraduate student assistants and volunteers in accomplishing administrative and programmatic tasks.

4. **Office Support (10%)**: The Graduate Assistant will provide secondary support for other reasonable administrative duties, including such things as ongoing maintenance of the Office's website.

5. **Special Project (10%, Reporting to the Senior Director of the Center for Campus Life)**: Assist with the implementation of a training program for student assistants, undergraduate and graduate, for units comprising the Center for Campus Life, including: Fraternity and Sorority Life; Red to Black; Spirit Office; and Student Involvement.

6. **Other Duties as Assigned**

Requirements: The Graduate Assistant must possess strong communication and presentation skills. A bachelor's degree is required and previous student affairs, student activities or student leadership experience is beneficial. The Graduate Assistant must have a demonstrated knowledge regarding the concerns and issues of LGBTQIA individuals. Understanding of multiple and intersecting identities is preferred. At time of employment, candidates must be accepted into a graduate degree program at Texas Tech University. Enrollment in the Higher Education program is preferred. This position is security sensitive. Applicants will be subjected to a background check. All candidates will be required to submit academic transcripts to verify education.

Performance Expectations: The Director, in consultation with the Senior Director for the Center for Campus Life, will assess each of the six categories listed above on a semester basis, using the following scale: 1 – Consistently Below Expectations; 2 – Frequently Below Expectations; 3 – Below Expectations; 4 – Strong Performer; 5 – Above Expectations; 6 – Frequently Above Expectations; and 7 – Consistently Above Expectations. Additional areas of evaluation will include: Leadership Ability; Decision Making; Conflict Resolution; and Initiative.

Remuneration: $14.00 per hour

Hours: 20 hours per week. The Graduate Assistant is 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, and three (3) current references. Review of applicants will begin immediately and will continue until position is filled. EEO/Affirmative Action Institution.

For more information, please contact Jody Randall, Lead Administrator, Office of LGBTQIA, at (806) 742-5433 or jody.randall@ttu.edu.

Updated: 6/11/18