Job Responsibilities:

1. **Administration (60%)**: The Graduate Assistant for Administrative Services will assist the Director with administrative responsibilities for an effective and efficient Office operation. The Graduate Assistant for Administrative Services will provide general administrative support to the Director in fulfillment of their responsibilities. These responsibilities include financial management, records retention, and schedule coordination.

2. **Program Support (20%)**: The Graduate Assistant will assist with the development and implementation of educational and social programs, including the Office’s signature programs such as Pride Week and the Big 12 LGBTQIA & Allies Summit. The Graduate Assistant for Administrative Services may assist with some community events.

3. **Supervision (10%)**: The Graduate Assistant will supervise one undergraduate student assistant, while partnering with the Administrator and Graduate Assistant for Peer Education to recruit, onboard, task, and supervise volunteers assisting the Office.

4. **Office Support and Other Duties as Assigned (10%)**: The Graduate Assistant will provide secondary support for other reasonable administrative duties.

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 lived experiences 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 Administration program is preferred. This position is security sensitive. Applicants will be subjected to a background check.

Performance Expectations: The Director will assess each of the four categories (40%) 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 (40%) of evaluation will include: Leadership Ability and Coaching; Decision Making; Conflict Resolution; and Management of Fiscal Responsibilities. Global competencies (20%) are also assessed based on the following: Customer Service/Relationship with Others/Communication; Compliance/Staff Development; Planning and Organizing Work/Quality of Work/Initiative/Adaptability; and Dependability/Accountability.

Remuneration: $14.00 per hour

Hours: 20 hours per week beginning as early as December 6, 2021. The position will remain available until filled. The Graduate Assistant is expected to work all University workdays unless prior arrangements have been made with the Director and all job responsibilities are completed. Night and weekend hours are required at various times throughout the year.

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