Job Responsibilities:

1. **Program Support (50%)**: The Graduate Assistant will collaborate with the Program Manager in the design and delivery of educational programming, to include IGNITE! Texas Tech’s Program for LGBTQIA ‘Allyship’, classroom and organizational presentations, and opportunities to enrich the first-year experience of LGBTQIA students.

2. **Student Services (30%)**: 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 (10%)**: The Graduate Assistant will collaborate with the Program Manager and Graduate Assistant for Administration to recruit, onboard, task, and supervise volunteers assisting with 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 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.

**Performance Expectations**: The Director, in consultation with the Program Manager, will assess each of the four 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 beginning as early as January 24, 2022. The position will remain available until filled. 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.

**Updated**: 1/13/2022 4:12 PM