Student Assistant for Peer Education  
*Position Description & Performance Expectations*

**Job Responsibilities:**

1. **Peer Education (70%)**: The Student Assistant will assist the Graduate Assistant for Peer Education & the Administrator with the development and implementation of educational programming opportunities for students (i.e. IGNITE! Texas Tech’s Program for LGBTQIA Allyship, Classroom presentations/Organizational visits, First-year experience, and Safer sex promotion).

2. **Research (20%)**: The Student Assistant will perform research tasks as needed for the Office (i.e., data collection, benchmarking, and reports). They will take a leading role in the development of educational resource materials and research new materials for acquisition as possible. They will develop ways to strengthen utilization of resources available on campus, such as through the University Library, Women’s and Gender Studies Resource Library, and resources available through the intersectional lounge space in Doak Hall. They will facilitate, in conjunction with the Graduate Assistant for Peer Education, the Administrator, and the Director the collection of assessment data related to Office programming, trainings, etc.

3. **Other Duties as Assigned (10%)**: These duties may include office support, participation in regular staff meetings and check-ins with the Graduate Assistant for Peer Education and maintaining a professional and affirming cubicle space for other employees, volunteers, and Office visitors.

**Requirements:** The Student Assistant for Peer Education must possess strong communication and presentation skills. They must have intermediate skills at a minimum with Microsoft Office products. The Student Assistant should be able to obtain peer-reviewed research, navigate database searches, and decipher academic information. They must have a demonstrated knowledge regarding the concerns and issues of LGBTQIA individuals. Understanding of multiple and intersecting identities is preferred. Be able to work independently and as a contributing member of the Office’s Power Team. The Student Assistant should be able to identify potential tasks and take initiative to complete them under the supervision of the Graduate Assistant.

**Performance Expectations:** The Administrator, in consultation with the Graduate Assistant for Peer Education, will assess each of the six categories listed above twice per semester (Mid-March, Early May, Mid-October, 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.

**Hours:** 20 hours per week. The Student Assistant is expected to develop a work schedule that must be approved by the Graduate Assistant for Peer Education to ensure the needs of the Office are being met as best possible. Night and weekend hours are required at various times throughout the year to support programmatic efforts of the Office.

**Remuneration:** $7.25/hour