Parent and Family Relations, a University department, seeks an undergraduate Student Assistant for a part-time position for 15-20 hours per week. The position starts as early as January 10th and would continue through Summer 2022 and possibly Fall 2022.

Duties include: setting up for and providing assistance at parent and family events and interacting with parents and family members at Sibling Saturday, Red Raider Orientation, and Family Weekend. This position involves a high level of contact with people and requires knowledge of Texas Tech University and its traditions as well as strong communication skills. Preferred qualifications: experience in student spirit organizations, student activities, student organizations, and/or campus life.

Clerical duties may include answering phones and general office duties. Must be able to work quickly and accurately with a strong attention to detail. Excellent face-to-face and telephone customer service are crucial as well as strong organizational skills.

Must be available to work some weekend hours, including Saturday, February 19th, and Sundays during summer Red Raider Orientation.

Qualifications:
- Must be a currently enrolled Texas Tech undergraduate student.
- Must have completed at least one full semester of coursework at Texas Tech
- 2.75 institutional GPA

Questions regarding this position should be directed to parent@ttu.edu. Applications available at https://ttu.campuslabs.com/engage/submitter/form/start/518853 and will be accepted until the position is filled.

Candidates being offered a position will need to have a successful background check conducted prior to official employment beginning.

Expected Work Hours: average of 15-20 hours per week
Rate of Pay: $8.50/hour