

Family Ambassador Job Description

Note: This position is for Undergraduate Students

Parent and Family Relations, a University department, seeks an undergraduate Family Ambassador for a part-time position for 10-15 hours per week during Red Raider Orientation. The position starts as early as May 15th and will end on August 2nd.

Duties include:

- Setting up for and providing assistance at parent and family events
- Interacting with parents and family members at Red Raider Orientation

Additional duties may include answering phones and general office tasks. 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.

Qualifications:

- Knowledge of Texas Tech University and its traditions
- Strong communication skills, both oral and written
- Must be a currently enrolled Texas Tech undergraduate student
- Must have completed at least one full semester of coursework at Texas Tech
- 2.5 institutional GPA
- Must be able to lift up to twenty-five (25) pounds for lifting boxes and moving event materials

Must be available to work some weekend hours, including Sundays during summer Red Raider Orientation.

Pay: \$10/hour

Hours: average of 10-15 hours per week

To Apply: Applicants should submit an essay (see application), resume, and three (3) current references when applying. Review of applicants to begin immediately and will continue until the position is filled. *Texas Tech University System will not discriminate in its employment practices because of an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, status as a protected veteran, or any other legally protected category, class or characteristic.* [Apply here.](#)

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

For more information, please contact Morgan Chavez-Brannon, Parent & Family Relations, at (806) 742-3630 or parent@ttu.edu.