POSITION ANNOUNCEMENT
GRADUATE ASSISTANT

Texas Tech University
Lubbock, Texas

Position Description:
The Graduate Assistant assists in the development and implementation of services and programs related to Student Involvement: student organizations and student leadership development. The Graduate Assistant will work with the student involvement staff to design and implement specific strategies to improve student's knowledge of involvement and leadership development opportunities.

Job Responsibilities:

- Assists with the 500+ student organizations in the areas of registration, training, programming, risk management, and advisement.
- Assists with the researching, developing, implementing, and evaluating programs to train and support student organization leaders.
- Assists with the researching, developing, implementing, and evaluating programs to train and support student organization faculty/staff advisors.
- Present programs and other appropriate educational outreach activities to student organizations, advisors, incoming students and the campus community.
- Assist in the management and education of the community OrgSync program.
- Assist with maintaining an accurate website and any other forms of social media including but not limited to Facebook and Twitter.
- Assist with the creation and dissemination of any marketing/promotional materials for Student Involvement.
- Assist with assessment projects for the purpose of improving the quality of the student involvement experience.
- Provide administrative support for Student Involvement as needed (answering the phone, routing calls, taking messages, checking voicemail, answering student questions, etc.).
- Attend all staff meetings of Student Involvement.

Requirements:
Prior experience and/or membership in student organizations highly preferred. This position will require strong computer and presentation skills and excellent oral and written communication skills. The candidate must have the ability to maintain confidentiality when required and be able to use personal relations skills to interact with individuals from a variety of backgrounds. Applicants must have completed a Bachelor's degree and be accepted into a graduate program at Texas Tech University. This position is designed for the individual who is pursuing a Master's degree. Preference will be given to applicants enrolled in higher education, counseling, communications, or other related programs.

Applicants will be subject to a background check and drug test. All candidates will be required to submit academic transcripts to verify education.

Remuneration:
Graduate Assistants are 12-month appointments with a salary of $14 per hour. Fulltime enrollment of 9 credit hours a semester in a graduate program is required. Limited professional development funds are provided for conference attendance.

Hours:
20 hours per week. Graduate Assistants are 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.

To Apply:
Applicants should submit a cover letter, resume, academic transcript, letter of acceptance to Texas Tech University Graduate School, and three (3) current references to the contact listed below. Review of applicants will begin *April 11, 2015* and will continue until the position is filled. The preferred start date is *May 16, 2015*. EEO/Affirmative Action Institution.

Position Contact:
Keri Shiplet
Assistant Director
Center for Campus Life
Student Union Building, 201
806-834-8707
Keri.shiplet@ttu.edu