

# Graduate Assistant for Recruitment & Training Job Description

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*Texas Tech University - University Student Housing – Residence Life*

## **General Description**

University Student Housing at Texas Tech University promotes each student's learning experience by creating safe, supportive learning environments for academic and personal success. University Student Housing is committed to the total development of the resident within an inclusive community through student government, programming, residence hall standards, and supportive learning environments in the residence halls.

The Graduate Assistant for Recruitment & Training, as an educator, works directly with the Manager of Recruitment and Staff Orientation and the Assistant Director of Training and Development to provide direction and support for the recruitment and training of all student staff positions in Residence Life and University Student Housing at Texas Tech University.

## **Essential Basic Functions**

Essential functions and fundamental job responsibilities for the position of Graduate Assistant for Recruitment and Training include having the ability to travel between assigned areas and other departmental facilities and operate a computer system using various types of software applications. Essential functions necessary for the position in the area of communications include the ability to: (1) read reports, gather and analyze data and compile information for written reports; (2) prepare written memorandums and documents and compile the numerous forms needed in the daily operation of managing the residence halls; and (3) communicate effectively, both orally and written, with residents, parents, visitors, faculty, and staff.; (4) provide continuing support & oversight for the development, analysis, modification, documentation & maintenance of web sites, online applications & systems, and multimedia elements.

## **Responsibilities**

The Graduate Assistant for Recruitment & Training will provide support for the recruitment and training initiatives in Residence Life. This position will also be responsible for supervising a Student Assistant when applicable. Additional duties may include assisting buildings with break closing tasks and student group advising.

The Graduate Assistant for Recruitment & Training is a vital member of the residence hall community and the University Student Housing staff and is expected to work with all staff in the development and implementation of management and learning initiatives for the entire Residence Life operation. Collaboration throughout the Department and campus community is vital to the success of this position. There will be times throughout the year when the Graduate Assistant for Recruitment & Training will be expected to work evenings and weekends. Availability during this time will be determined in conjunction with the Manager for Recruitment and Staff Orientation and the Assistant Director for Training and Development.

## Graduate Assistant for Recruitment and Training Position Description

### Create and manage all aspects of Student Staff Recruitment with the Manager of Recruitment and Staff Orientation

- Participate on the Student Staff Recruitment and Training Committee
- Work with all aspects of Student Staff Recruitment including advertising, application processes, interviews, offer letters and hiring procedures
- Coordinate hiring paperwork and payroll sign-up for all student staff positions
- Help maintain Student Staff Database information on a daily basis
- Create files for all candidates and those who become staff members with the residence life Advisor
- Serve as the primary contact and coordinator for the entire Student Assistant Process
- Facilitate student staff orientation sessions

### Provide administrative support to the Manager of Recruitment and Staff Orientation

- Participate on Professional Staff Recruitment Committee
- Coordinate interview day itineraries, confirming interview rooms and interviewer schedules for on-campus processes with the Manager of Recruitment and Staff Orientation
- Help prepare on campus logistics for “Grad Days”
- Prepare packets for hosts and candidates prior to their scheduled on-campus interview day(s)
- Helping with administrative items for the Off-Campus Housing Fair
- Screen resumes and interview professional staff and ACUHO-I Intern candidates
- Assist with marketing aspects for all position levels

### Provide support for Assistant Director for Training and Development

- Assist in creation and administering of training assessments
- Help ensure presentation setup and breakdown
- Assist in planning of training sessions and schedules for all trainings at all levels of staff
- Help coordinate and present sessions for Fall, Spring, and Summer training to student staff
- Research best practices in the field of training
- Serve on the Professional Staff Training committee
- Help coordinate and present sessions for Fall, Spring, and Summer training to professional staff

## Graduate Assistant for Recruitment and Training Position Description

- Help coordinate and present professional development sessions throughout academic year

### Crisis Intervention/Response

- Work with the Texas Tech University Police Department, Student Counseling Center, and other agencies on immediate response to incidents in the residence halls
- Exercise sound judgment and ethics to handle situations appropriately

### On-call Responsibilities

- Serve in on-call rotation with other professional staff members (first year graduate staff will shadow on-call responsibilities during the first semester before serving in the rotation the second semester and beyond)
- Be accessible by department provided cell phone 24-hours per day during one week shift
- Remain within city limits
- Substitute for person on-call if necessary

### Administrative Responsibilities

- Fulfill expectations of a 27.5 hour work week
- Monitor budget responsibilities within the position
- Attend meetings as scheduled and required
- Opportunity to serve as a committee chair

### Represent University Student Housing and Texas Tech University through outreach to campus & community organizations on local, regional & national levels

### Other duties as assigned

## **Qualifications**

The Graduate Assistant for Recruitment & Training must hold a bachelor's degree and be admitted to a graduate degree program from Texas Tech University. This position is designed for the individual who is pursuing a Master's Degree. At the time of employment, candidates must be accepted into a graduate degree program from Texas Tech University, Higher Education Administration program is preferred. The Graduate Assistant for Recruitment & Training is considered a security sensitive position. Applicants will be subjected to a police records check and drug test. All candidates will be required to submit academic transcripts to verify education.

The Graduate Assistant for Recruitment & Training must be committed to working within an innovative environment that is focused on the education of individuals and groups of college students within a residential setting through the development of cohesive living and learning communities. The TTU University Student Housing program is built on a student learning philosophy supporting student involvement in government, community standards, programming, community development, and supportive learning environments.

**Remuneration**

The Graduate Assistant for Recruitment & Training position is part-time (27.5 hours per week) appointment with a salary of \$1,300 per month (the state of Texas has no state income tax) for full-time enrollment. If enrollment falls below nine graduate hours, the stipend will be \$780 per month. The Graduate Assistant for Recruitment & Training is expected to work from 10:00am to 4:30pm on all University work days unless prior arrangements have been made with his/her supervisor. This position also receives a competitive \$2,500 scholarship each fall and spring to help pay student fees, wherein the out of state tuition and fees are also waived. Professional Development funds are available.

A furnished, air-conditioned, one-bedroom apartment may be provided at no expense, including utilities, small kitchen unit, local telephone service, Caller I.D., Call Waiting, and basic cable television. A meal plan is provided to the Graduate Assistant for Recruitment & Training while the dining halls are in service. Reserved parking is available upon the individual purchase of a campus parking permit.

**Affirmative Action & Equal Opportunity (AAEO) Statement**

Texas Tech University is committed to the principle that in no aspect of its programs, shall there be differences in the treatment of persons because of race, creed, national origin, age, sex, or disability, and that equal opportunity and access to facilities shall be available to all