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 & Staff Orientation, 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 of all student staff positions in Residence Life and University Student Housing at Texas Tech University.

Essential Basic Functions

Essential functions or fundamental job responsibilities for the position of GA Recruitment and Staff Orientation include:

- Traveling between assigned areas and other departmental facilities
- Directing and responding to fire alarms and other emergencies
- Managing the physical conditions of all residence hall facilities
- Operating computer systems using various types of software applications
- Ascending and descending multiple flights of stairs, especially in cases of emergencies
- Operating the established manual University key lock system and University Student Housing Access system
- Operating a hand held radio, pager and/or cell phone

Essential functions necessary for the position in the area of communications include:

- Reading reports, gathering and analyzing data, and compiling information for written reports
- Preparing written memorandums and documents and compiling the numerous forms needed in the daily operation of managing the residence halls
- Communicating effectively, both orally and written, with residents, parents, visitors, faculty, and staff

Non-essential job responsibilities include having the ability to operate various types of office equipment including typewriter, calculator, cash register, and others.
Responsibilities
The Graduate Assistant for Recruitment & Staff Orientation will provide support for the recruitment and training initiatives in Residence Life. Additional duties may include assisting buildings with break closing tasks and student group advising.

The Graduate Assistant for Recruitment & Staff Orientation 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 & Staff Orientation 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.

Create and manage all aspects of Student Staff Recruitment with the Manager of Recruitment and Staff Orientation
- Participating on the Student Staff Recruitment Committee
- Working with all aspects of Student Staff Recruitment including advertising, application processes, interviews, offer letters, and hiring procedures
- Coordinating hiring paperwork and payroll sign-up for all student staff positions
- Helping maintain Student Staff Database information on a daily basis
- Creating files for all candidates and those who become staff members with the residence life Advisor
- Serving as the primary contact and coordinator for the entire Student Assistant Process
- Facilitating student staff orientation sessions

Provide administrative support to the Manager of Recruitment and Staff Orientation
- Participating on Professional Staff Recruitment Committee
- Coordinating interview day itineraries and confirming interview rooms and schedules for on-campus processes with the Manager of Recruitment and Staff Orientation
- Helping prepare on campus logistics for “Grad Days”
- Preparing packets for hosts and candidates prior to their scheduled on-campus interview day(s)
- Screening resumes and interview professional staff and ACUHO-I Intern candidates
- Assisting with marketing aspects for all position levels

Staff Onboarding
- Assisting Manager in creation of Residence Life and departmental wide orientation programs
- Creating and implementing onboarding checklist for all staff members
- Researching and applying best practices for onboarding practices for new hires

Crisis Intervention/Response
- Working with the Texas Tech University Police Department, Student Counseling Center, and other agencies on immediate response to incidents in the residence halls
- Exercising sound judgment and ethics to handle situations appropriately
On-call Responsibilities

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

Administrative Responsibilities

- Fulfilling expectations of a 30 hour work week
- Monitoring budget responsibilities within the position
- Attending meetings as scheduled and required
- Opportunity to serve as a committee chair
- Performing other duties as assigned
**Qualifications**
The Graduate Assistant for Recruitment 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 & Staff Orientation 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 and Staff Orientation 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 and Staff Orientation position is a part-time (30 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 & Orientation is expected to work from 9:30am 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.

**University Student Housing Professional Staff Pet Policy**

The type of pet that will be allowed would include what is reasonably considered a "typical" household pet. Staff may have one (1) pet of the following nature:
- One Indoor Cat or
- One Indoor Dog or (No more than 40lbs-Must be considered a “friendly breed”)
- Fish Tank (up to 25 gallons)

The RLC/GHC/GA will be expected to complete TTU Housing Pet Application and pay a partially refundable pet deposit in the amount of $500 before acquiring said pet.

Staff members are expected to maintain the health and hygiene of the pet on a daily basis. Pet owners must ensure their pet has been vaccinated for Rabies. Rabies vaccination must be completed within 30 days of acquiring the pet. Additional expectations and policies apply and may be provided upon request.
University Student Housing Professional Staff Partner Policy

A valid marriage license must be presented by the official position start date to the Manager of Recruitment and Staff Orientation.

Affirmative Action & Equal Opportunity (AAEO) Statement

It is the policy of Texas Tech University to strive to maintain an educational and work environment free from impermissible discrimination. In addition to Texas Tech University’s policy against discrimination on the basis of race, color, religion, sex, national origin, age, disability, protected veteran status, genetic information, or refusal to submit to a genetic test, it is the policy of Texas Tech University that no person shall be subject to discrimination on the basis of sexual orientation or gender identity with regard to admission, employment, or use of the programs, facilities, or services of Texas Tech University.