

## POSITION ANNOUNCEMENT

### Unit Assistant Director for Red to Black



TEXAS TECH UNIVERSITY  
Center for Campus Life

Texas Tech University  
Lubbock, Texas

**NATURE & PURPOSE OF POSITION:** The Unit Assistant Director has the responsibility of planning and implementing campus programming for financial education, providing leadership development, skill building, and guidance to college student leaders, and promoting the Red to Black program for Center for Campus Life. ([www.campuslife.ttu.edu](http://www.campuslife.ttu.edu)).

#### **PRIMARY RESPONSIBILITIES & QUALIFICATIONS:**

- Planning and implementation of campus programming related to financial education.
- Supervision and development of graduate assistant and other student assistants and volunteers, including daily office oversight, scheduling of client appointments and presentations and communications.
- Promote Red to Black as a model of peer financial education at regional and national professional meetings and to other institutions.
- Marketing and communication related to Red to Black and financial education at TTU including print, web, and other social media.
- Recruitment, selection, and training of peer financial education coaches.
- Presentations on Red to Black and financial education to departments, organizations, and other groups.
- Develop and sustain partnerships with College of Human Sciences, Raider Ready, Red Raider Orientation, University Career Center, Center for Campus Life, Financial Aid, Student Legal Services, and other relevant campus departments and community agencies.
- Partner with Student Affairs departments on other areas of prevention and risk for college students: alcohol, sexual assault, academic integrity, etc.
- Provide advisement to student peer financial coaches through evaluation of both presentations and client sessions.
- Other duties as assigned by the Associate Vice Provost for Student Affairs.

Bachelor's degree in the area of specialization or closely related field plus four years progressively responsible supervisory experience. Additional job related education may be substituted for the required experience on a year-for-year basis.

**PREFERRED EDUCATION & EXPERIENCE:** Master's degree in financial planning or equivalent area. Accredited Financial Counselor certificate – CFP, CRC, or other appropriate designations.

**OTHER SPECIFICATIONS:** Knowledge of college student populations and effective financial education techniques and programs. Knowledge of college student volunteers and organization advisement, training, recruitment, selection, and recognition. Knowledge of other student affairs departments and services.

**APPLICATION:** Direct inquiry and applications to [www.texastech.edu/careers/](http://www.texastech.edu/careers/). **Requisition #12834BR**. Review of applicants to begin immediately and will continue until position is filled. Questions regarding position can be directed to Kimberly Thornton, Director for the Center for Campus Life at (806) 742-5433 or by email at [Kimberly.thornton@ttu.edu](mailto:Kimberly.thornton@ttu.edu)

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