



## Red Raider Club Student Assistant Job Description

**Job Title:** Student Assistant

**Department:** Red Raider Club, Texas Tech Athletics

**Supervisor:** Rickie Alvarez

### Job Summary:

The Red Raider Club (RRC) is the principal fundraising arm of Texas Tech Athletics. The Red Raider Club provides a comprehensive annual giving program to support scholarships for student-athletes in all sports at Texas Tech. In addition, the organization raises funds for athletics facilities, endowments and special projects as needed. Contributions to the Red Raider Club Excellence Fund confer membership in the Red Raider Club, with all its advantages and benefits.

Student Assistants of the Red Raider Club can further experience, expand their skills in the collegiate sports industry, learn about athletics careers, and observe the operations of an athletics development office.

### Major Functions:

- Support RRC Daily Operations
- Answering phone calls, assisting members/donors
- Assist RRC Staff in Annual Fundraising for Excellence Fund
- Making phone calls, mailings, events
- Maintaining Office Resources
- Maintaining front of office, stocking drink fridges, trips to storage unit

### Other Functions:

- Help with RRC Events throughout the year
- Prepare Suites for Home sporting events
- Inner-office deliveries, mail distribution
- May be asked to work weekends and nights

### Required Skills:

- Customer Services – preferred
- Microsoft Office
- Ability to Multitask
- Phone Etiquette

### Preferred Qualifications:

- Undergrad Student at TTU with at least 2 semesters left
- Business or Sports Management Students
- Would like to pursue a career in Collegiate Athletics

**Hourly rate:** \$7.75

**Applicants should submit their current resume to [rrc@ttu.edu](mailto:rrc@ttu.edu)**

**RED RAIDER CLUB**