



Residence Life

## COMMUNITY ASSISTANT

### ABOUT OUR DEPARTMENT

The mission of the Department of Residence Life is to provide a clean, well maintained, safe, and inclusive living learning environment that is conducive to study and the personal development of all residents. Activities and services are designed to develop community while encouraging academic and social success.

Arkansas Tech is an Affirmative Action/Equal Opportunity Employer. It is the policy of this university not to discriminate on that basis of race, color, national origin, sex religion, age or disability in employment or provision of service.

### REPORTS TO:

The Assistant Director is responsible for Student Staff supervision, evaluation, and communication of general information between the Department of Residence Life and the Student Staff.

### JOB SUMMARY:

- The Community Assistant serves as an integral part of the Department of Residence Life's ability to complete its mission. Together, these staff members work with residents to create and maintain an atmosphere which fosters meaningful educational opportunities as well as valuable personal growth experiences.
- Attend all Student Staff meetings and training sessions associated with this position
- Serve as a facilitator for community building and events for residential students
- Plan and host educational and social events over the course of the semester for residential students:
- LLCs Events should take place once per month
- Building Wide Events should take place once per month per building
- Two Community Assistants, selected based on skills and needs of department will assist with managing the resource room & coordinating with RAs for Grab & Go Event Supplies
- Develop, execute, and evaluate programs to engage students and develop community in assigned buildings
- Partner with resident assistants to develop come and go floor events
- Assist with administrative and programmatic functions relating to LLCs assigned to you
- Provide support and communication for LLCs project/events that are assigned to you
- Recruit incoming freshmen to participate in LLCs the following academic year
- Promote LLC through different channels of communication (social media, print, etc.)
- Participate in campus wide recruitment events
- Engage in intentional conversations with residents to foster a sense of community
- Support, enforce, and appropriately report/document the policies and procedures as outlined in the Student Handbook
- Assist in the process of opening and closing of the facilities
- Serve as a positive role model and resource to all residents
- Promote belonging by creating respectful and supportive living environments
- Aid in the implementation of the Residential Experience Model

- Identify and report maintenance issues to the department in proper way
- Complete administrative paperwork and tasks as needed
- Other duties as assigned

### **JOB QUALIFICATIONS:**

- Current minimum 2.500 cumulative and semester GPAs
- Full-time student enrollment status for semester(s) of employment
- Good standing with the University and the Department of Residence Life
- On-campus living at ATU for at least one year
- Attend mandatory Student Staff training on August 2026 and January 2027 (Subject to Change)
- Must live on campus during the term of employment

### **COMPENSATION:**

Hourly rate is \$11 per hour. Pay for the position will be received monthly. Payments will be made through the Arkansas Tech University Payroll Office. The pay dates for the fall semester are September 15, October 15, November 15, and December 15; spring semester are February 15, March 15, April 15, and May 15.

The maximum number of hours you may work a week is 20 hours per week. You are allowed to hold another job, either off-campus or on-campus, while you hold this position. You will be required to complete time sheets to track your weekly hours. These will be submitted monthly, and you will be paid monthly.

If you intend on having another on-campus job during the academic year, please note that you are only allowed to work a TOTAL of 28 hours per week campus-wide. International students are allowed to work a TOTAL of 20 hours per week campus-wide.

### **ROOM AND BOARD:**

- Room and board expenses are not included in the Student Staff compensation and will be the financial responsibility of the student. There is a special Student Staff housing rate for first year and second year Student Staff.
- The room and board rates may be found online at: <http://www.atu.edu/stuaccts/tuitionfees.php>.
- For additional information regarding this position, please contact Residence Life at [housing@atu.edu](mailto:housing@atu.edu) or call at 479-968-0376