



Residence Life

RESIDENT 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 Resident Director (RD) 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 Resident 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 initial contact and refer residents to appropriate campus resources
- Engage in social connections with residents to foster a sense of community and belonging
- Host floor meeting(s) and grab-and-go events as outlined by Residence Life
- Assist the Department of Residence Life by taking residents to residential programming (ex. CA Events), campus-wide programming (ex. SAB Events), and signature events as outlined by the Department of Residence Life
- Create door decorations throughout the academic year as outlined by the Department of Residence Life for their assigned communities
- Design monthly bulletin boards according to standards and content set by the Department of Residence Life
- Serve in on call rotations, including rounds of all floors, community spaces, stairways, lobbies, entrances, and exits
- Hold community hours: M-F from 6-8pm to greet and assist residents and observe building traffic
- Maintain on call responsibilities throughout academic semesters and all University breaks
- Support, enforce, and appropriately report/document the policies and procedures as outlined in the Student Handbook
- Conduct health and safety checks once each semester along with all necessary follow ups alongside a Building Manager and/or Resident Director
- Assist in the process of opening and closing of the facilities
- Serve as a positive role model and resource to all residents
- Promote a sense of belonging by creating respectful and supportive living environments

- Aid in the implementation of the Residential Experience Model
- Identify and report maintenance issues to department
- Complete administrative paperwork and tasks as needed
- Create a respectful and supportive living environment
- 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)
- Move in 1 to 2 weeks before halls open
- Must live on campus during the term of employment

COMPENSATION:

\$4,158 per semester. Pay for the position will be received on a monthly basis. 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.

OUTSIDE COMMITMENTS:

- Due to the significant time and responsibility required of this position, staff members are not permitted to hold outside employment during their term of service.
- Students participating in teaching residencies or internships requiring twenty (20) or more hours per week are not eligible for this position.

ROOM AND BOARD:

- Room and board expenses are not included in the Student Staff compensation and will be the financial responsibility of the student.
- During the academic year, there is a special Student Staff housing rate first year and second year Student Staff.
- During the summer, there is one special rate for Student Staff housing.
- 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 or call at 479-968-0376