



Residence Life

SUMMER CONFERENCE 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 Residence Life Coordinator 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 Summer Conference Assistant (SCA) is an important member of the Residence Life staff who will be involved in the summer conference and summer housing program. They are generally undergraduate students who serve a group of conference guests and summer residents staying in the residence halls during their particular conference and/or summer session.

- Participate in prepping and inspecting rooms prior to guest and resident arrival
- Perform weekly building walk throughs
- Provide effective and quality customer service to all guests
- Facilitate guest check-ins and check-outs
- Assist with key management
- Assist with posting information in the halls and Conference Activities (when applicable)
- Assist with the move-out process and damage assessments
- Serve as a role model, communicate, and consistently enforce conference and housing policies
- Serve as a source of information concerning ATU and the Russellville community
- Attend all weekly staff meetings as scheduled by your supervisor
- Attend any training, individual or staff meeting your supervisor deems appropriate
- Always maintain an outstanding personal appearance and positive attitude
- Create a respectful and supportive living environment
- Other tasks and duties as assigned

JOB QUALIFICATIONS:

- Must be enrolled as a student of Arkansas Tech during the spring semester prior to employment.
- Current Minimum 2.50 cumulative and semester GPAs.
- SCA will be required to live within one of the residence halls for the duration of the summer.
- Good standing with the university and the Department of Residence Life
- On-campus living at ATU for at least one semester
- Attend all mandatory staff training(s)
- Staff can move into their Fall space at the end of July
- 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.
- 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