



Residence Life

## TRANSITION 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 within the Facilities auxiliary is responsible for the supervision, evaluation, and communication of general information between the Department of Residence Life, Facilities Management and Maintenance, as well as the Residence Life Student Staff as needed.

### JOB SUMMARY:

- The Transition Assistant serves as an integral part of the Department of Residence Life's ability to complete its mission. Together, these staff members will focus on supporting and engaging residents as they return and depart from campus at the start and end of the each semester.
- Attend all Student Staff meetings and training sessions associated with this position
- Prep, clean, and arrange all floors, community spaces, stairways, lobbies, entrances, and exits prior to move in and after closing each semester.
- Prep, clean, and arrange rooms prior to opening and after closing, including: checking keys, room setup, maintenance, and cleanliness.
- Assist with move in at check in site(s), crowd and traffic control, checking out of equipment, supporting engagement programs, and/or other administrative customer service support.
- Support and enforce 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
- Create a respectful and supportive living environment
- 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
- Attend mandatory Student Staff training on August 2026
- Must reside on campus during the fall semester

- Must live on campus during the term of employment

**APPLICATION:**

To apply for the position, students must be able to meet the following requirements:

- Move in 1 to 2 weeks before halls open
- Perform fall opening student transition tasks from arrival date through residence hall opening

**COMPENSATION:**

\$600 for the Fall 2026 semester. Payment will be made through the Arkansas Tech University Payroll Office. The pay date for the fall semester is September 15.

**EMPLOYMENT CONTRACT DATES:**

Staff members are expected to be available from August 03 to August 16, 2026.

**OUTSIDE COMMITMENTS:**

- In consideration of the timeliness and priority to complete certain tasks to assist our residential student population, only in class/ exam conflicts will be considered when scheduling. We cannot accommodate any other conflicts. Some work will be done in the morning and some may extend into the evening.
- Students cannot serve in other campus activities during the scheduled move in preparation and student move-in times.

**ROOM AND BOARD:**

- Room and board expenses are not included in the Student Staff compensation and will be the financial responsibility of the student.
- 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 479-968-0376.