

Department of Residence Life

Student Maintenance Assistant



ABOUT OUR DEPARTMENT

Residence Life strives to provide our students and guests with a positive experience and connect them to our community. Our department expects our staff to extend the highest level of service and commitment to our students so that each can obtain their academic and future goals.

Student Maintenance Assistants (SMA) are undergraduate and graduate students who assist our maintenance team in general maintenance, housekeeping, preventive maintenance and repairs for facilities and university owned housing.

QUALIFICATIONS:

- Full time student (12 credit hours or more) at Arkansas Tech University
- MUST ATTEND TRAINING/ ON BOARDING SESSION AS SCHEDULED BY YOUR SUPERVISOR
- Must have and maintain a minimum 2.5 cumulative GPA
- Must live on campus during employment
- Have a clear judicial record at the time of hiring and maintain this status throughout term of employment
- Knowledgeable and able to articulate University policies, rules, and regulations
- Have a working knowledge of campus and community resources
- Demonstrate excellent public relations and customer service skills

RESPONSIBILITIES:

- Performs minor maintenance repair. Maintains, operates, and checks operation of heating, air conditioning, ventilation, electrical and mechanical systems. Performs building repairs and maintenance including changing light bulbs, fuses, minor carpentry repairs, minor masonry repairs, minor electrical repairs, changing HVAC filters, and other minor repairs necessary to building operations/maintenance.
- Move various types of furniture around campus (desks, tables, chairs, shelves, couches, beds)
- Replaces window blinds; adjusts doors, installs/repairs cabinets, shelving, and other installed furniture.
- Performs preventative maintenance and minor repair on all building equipment
- Sweeps, dusts, arranges furniture, and empties indoor trash receptacles. Cleans and maintains hard and soft surface floors. Wet-mops and spot-clean hard and soft surface floors. Cleans, sanitizes and deodorizes public restrooms
- Cleans/maintains vacant apartments and ensures vacant apartments are ready for new tenants.
- Utilize Starrez and TMA Database to indicate Work order completion and/or submitting maintenance requests
- Enter Data into the Starrez database
- Communicate the status of jobs that are assigned daily as to the completeness of the task
- Maintain a professional appearance (closed toe shoes, no torn clothing, no pajamas, no alcohol/drug paraphernalia clothing, no clothing from other universities, or disheveled appearance)

- Attend all meetings called by the Residence Director or Supervisor
- Serve as a leader/role model to the residents of your community as you represent Residence Life
- Be able to report policy violations
- Perform other duties as assigned

SELECTION CRITERIA:

- **Ability** in communication, leadership, teamwork, creativity, and academic achievement.
- **Accountability** that demonstrates an ability to take ownership of actions and lack thereof taken in the performance of duties and tasks assigned by Housing and Residence Life staff
- **Administrative Skills** for the completion of paperwork and related details associated with Residence Life/Housing
- **Attitude** that conveys a positive and respectful regard towards Residence Life and Arkansas Tech University and works cooperatively towards building a positive community and experience for residents and guests
- **Critical Thinking Skills** that show an individual's ability to mentally walk through processes and make rational decisions based on available or provided information.
- **Interest** in personal growth and enthusiasm for working various campus and community constituents.
- **Willingness** to assume responsibility in the development of an effective living and learning environment.

APPOINTMENT:

Student Maintenance Assistants appointments are made on a semester-by-semester basis. Reappointment is not automatic for the succeeding semester but will be made on an evaluation of previous performance. Based on justifiable reasons such as violation of policy, expectations, insubordination, etc., a Student Maintenance Assistant's position may be terminated.

COMPENSATION:

Hourly rates of \$10 per hour. 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.