

Department of 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 Assistant Dean (AD) 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 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 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
- Promote diversity and social justice by creating respectful and supportive living environments
- 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 July 25th, 2022
- Staff can move into their Fall space on the weekend of July 23rd, 2022.

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

- Move into their fall assignment on the weekend of July 23rd
- Perform fall opening student transition tasks from July 25th through August 14th.
- Perform fall closing transition tasks on November 14th and again from December 8th to December 15th.
- Leave no earlier than Friday, December 16th at noon.

For those interested in this position for the spring semester, a separate application process will be made available mid semester; those who have successfully served in the role previously will be prioritized into these positions for the Spring.

Staff members are expected to be available within the date ranges outlined above. 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 are not able to accommodate any other conflicts. Some work will be done in the morning, and some may extend into the evening. Students cannot dually serve in other campus activities during the scheduled move in/move out times.

This position is unable to have outside employment during scheduled move in/move out times.

COMPENSATION:

\$400 for the Fall 2022 semester. Pay for the position will be received monthly. Payments will be made through the Arkansas Tech University Payroll Office. The pay date for the fall semester is September 15.

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.

The room and board rates may be found online at: <http://www.atu.edu/stuaccts/tuitionfees.php>.

For additional information regarding the Building Manager position, please contact Residence Life at housing@atu.edu or call 479-968-0376