

### 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 Building Manager 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 an atmosphere which fosters safe, secure, and well-maintained environments conducive to living and learning.

- Attend all Student Staff meetings and training sessions associated with this position
- Conduct room readiness inspections as well as ensuring buildings are prepared for opening/closing
- Conduct walkthroughs of assigned residence hall including rounds of all floors, community spaces, stairways, lobbies, entrances, and exits reporting and addressing maintenance and housekeeping concerns.
- Serve in an after-hours maintenance call out system during assigned on call days/weekends/breaks that operates every day including during university closures
- Serve as a resource to students and staff in their assigned residence hall addressing concerns and communicating essential information.
- Weekly building hours in assigned residence hall and weekly Doc Bryan office hours.
- Follow up with residents about maintenance concerns and completed work order satisfaction.
- 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
- Assist with Residence Life keys: preparing keys, performing key audits (monthly/annual), and distributing keys.
- 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 2025 and January 2026 (Subject to Change)
- Move in 1 to 2 weeks before halls open

### COMPENSATION:

\$4,158 per semester stipend. 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.

This position is unable to have outside employment.

### 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 this position, please contact Residence Life at [housing@atu.edu](mailto:housing@atu.edu) or call 479-968-0376