

## Department of Residence Life

### Student Maintenance 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 for Residence Life and Housing Maintenance Supervisor is responsible for Student Staff supervision, evaluation, and communication of general information between the Department of Residence Life and the Student Staff.

#### **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 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. 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 at 479-968-0376