

**Resident Assistant/Summer Conference Assistant- Compass Halls Job Description
(5 positions available for Summer 2021)**

The Summer Resident/ Conference Assistant (RA/CA) is a student staff member of the Office of Campus Living and is directly supervised by the Summer Camps and Conference GA for the Halls (North, South, East and West). The main elements of the job will include duties for the Resident Assistant on campus and camp and conference check-ins and checkouts, responding to issues within the camps and conferences, and general customer service within the residence halls.

Qualifications:

- Must be in good standing with the Office of Campus Living and the University (financial, academic & behavioral)
- Good customer service skills, communication skills, ability to accomplish assignments without constant supervision, ability to work as a team player, knowledge of University and Campus Living policies, and a positive work ethic

Additional Expectations:

- At all times act as a positive representative of the University, and abide by all policies and regulations
- Will not schedule classroom based courses
- Will not hold other employment
- Prior RA experience is not required for this position
- Work schedule will include some nights and weekends

Duties and Responsibilities:

- Be on-call as specified on 24-hour shifts from 5:00 PM to 5:00 PM (Approximately one night per week and one weekend per month)
- Prepare keys and camp packets prior to camp check in
- Answering general questions, troubleshooting issues, conducting tours, following up with customers, and providing overall excellent customer service
- Linen service: wash, fold, distribute, collect, sort, bag sheets and towels, and make beds
- Initiating emergency protocols, reporting all issues and concerns, referrals to appropriate parties, and knowledgeable of risks to minors on campus policies
- Will program for residents, be available to respond to guest/student requests, make rounds, and fill out duty reports while on-call
- Participate in assigned university guest (i.e. camp/conference) check-in and check-out procedures
- Attentive to safety and security of assigned buildings
- Conduct monthly room inspections
- Live within the assigned residence halls for the entire summer

Dates: May 16th through August 14th

Compensation:

- CA/RA's are required to live on-campus in an assigned room or apartment provided by Campus Living
- \$250 stipend paid every pay period (bi-monthly)

NOTE: *If a RA/CA quits or is dismissed, all benefits, including the provided room, will cease immediately. The terminated CA may be required to change rooms or leave Campus Living.*

Summer Cleaning Crew
Job Description
(5 positions available for Summer 2020)

The Summer Cleaning Crew (CC) is a student staff member of the Office of Campus Living and is directly supervised by the Residence Hall Director. The main elements of the job will include cleaning rooms, laundering linens, and general housekeeping needs within the residence halls.

Qualifications:

- Must be in good standing with the Office of Campus Living and the University (financial, academic & behavioral)
- Good customer service skills, communication skills, ability to accomplish assignments without constant supervision, ability to work as a team player, knowledge of University and Campus Living policies, and a positive work ethic
- Ability to use commercial cleaning equipment and machinery and industrial strength chemicals without health risks

Additional Expectations:

- At all times act as a positive representative of the University, and abide by all policies and regulations
- Will not hold other employment
- Will not schedule classroom based courses
- Work schedule will include some nights and weekends

Duties and Responsibilities:

- Clean student rooms and common areas (examples include mopping, vacuuming, scrubbing showers, toilets, vanities, kitchen sinks, refrigerators, microwaves, cabinets, closets, cleaning windows, and trash removal)
- Linen service: wash, fold, distribute, collect, sort, bag sheets and towels, and make beds
- Some furniture moving

Dates: May 17th through August 19th

Compensation:

- CCs will receive hourly pay at \$11.00 per hour
- CCs will typically work 25 hours per week

NOTE: *CCs are not required to live on campus for the summer*



**Summer Resident
Assistant-University Village
Job Description
(4 positions available for Summer 2020)**

The Summer Resident Assistant (RA) is a student staff member of the Office of Campus Living and is directly supervised by the Residence Hall Director. The primary responsibility of the RA is to assist in the administration of summer housing which includes UA Little Rock summer school and summer conference guests. The main elements of the job will include performing on duty call rotations, desk/clubhouse hours, resident room inspections, resident/guest check-ins and check-outs, and rounds of assigned areas.

Qualifications:

- Must be in good standing with the Office of Campus Living and the University (financial, academic & behavioral)
- Good customer service skills, communication skills, ability to accomplish assignments without constant supervision, ability to work as a team player, knowledge of University and Campus Living policies, and a positive work ethic

Additional Expectations:

- At all times act as a positive representative of the University, and abide by all policies and regulations
- Will not hold other employment
- Prior RA experience is not required for this position

Duties and Responsibilities:

- Be on-call as specified on 24-hour shifts from 5:00 PM to 5:00 PM (Approximately one night per week and one weekend per month)
- Will program for residents, be available to respond to guest/student requests, make rounds, and fill out duty reports while on-call
- Participate in assigned university guest (i.e. camp/conference) check-in and check-out procedures
- Attentive to safety and security of assigned buildings
- Work twelve hours per week in the clubhouse/front desk (in lieu of rent)
- Conduct monthly room inspections
- Live within the assigned residence halls for the entire summer

Dates: May 16th through August 5th

Compensation:

- RA's are required to live on-campus in an assigned room or apartment provided by Campus Living
- \$250 stipend paid every pay period (bi-monthly)

NOTE: *If a RA quits or is dismissed, all benefits, including the provided room, will cease immediately. The terminated RA may be required to change rooms or leave Campus Living.*

Summer Maintenance Assistant
Job Description
(4 positions available for Summer 2020)

The Summer Maintenance Assistant (MA) is a student staff member of the Office of Campus Living and is directly supervised by the Skilled Tradesman Supervisor. The primary responsibility of the MA is to assist in the general maintenance schedule of the summer. The main elements of the job will include painting, grounds work, stripping and waxing floors, shampooing carpets, changing light bulbs and air filters, and other maintenance duties as assigned.

Qualifications:

- Must be in good standing with the Office of Campus Living and the University (financial, academic & behavioral)
- Good communication skills, ability to accomplish assignments without constant supervision, ability to work as a team player, knowledge of University and Campus Living policies, and a positive work ethic
- Ability to lift, push, pull, crawl, carry a minimum of 50 plus pounds, climb a ladder, basic knowledge of power tools, and is free from respiratory allergies and ailments

Additional Expectations:

- At all times act as a positive representative of the University, and abide by all policies and regulations
- Is allowed to have outside employment as long as it does not conflict with regularly scheduled hours
- Is allowed to schedule classroom based courses over the summer as long as it does not interfere with the assigned work schedule (Monday-Friday 9:00am-4:00pm)

Dates: May 16th through August 19th

Compensation:

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- MAs will receive an hourly pay rate of 11.00 per hour
- MAs will work approximately 25 hours per week

NOTE: *MA is not required to live on campus*

If a MS/CC is awarded FWS they will be limited by their granted money award for hours and work week.



**Summer Lobby Manager
Job Description**

(6-8 positions available for Summer 2020FWS, 3 Positions non-FWS)

The Summer Lobby Manager (LM) is a student staff member of the Office of Campus Living and is directly supervised by the Residence Hall Staff. The primary responsibility of the LM is to assist in the administration of summer housing which includes UALR summer school and summer conference guests. The main elements of the job will include supervising the University Commons building and the East and West Hall desks.

Qualifications:

- Must be in good standing with the Office of Campus Living and the University (financial, academic & behavioral)
- Good customer service skills, communication skills, ability to accomplish assignments without constant supervision, ability to work as a team player, knowledge of University and Campus Living policies, and a positive work ethic

Duties and Responsibilities:

- At all times act as a positive representative of the University, and abide by all policies and regulations
- Work at the residence hall front desk and the Commons building
- Linen service: washing and folding linens
- Confront and document inappropriate behavior from guests/students

**Dates: (FWS) May 31st through August 4th
NON-FWS May 16th-August 15th**

Compensation:

- LMs are not required to live on campus
- LMs will receive a hourly pay wage for the federal minimum wage of \$11.00 per hour
- LMs will work approximately 15-20 hours per week
- LM's using FWS are capped at the amount awarded by Work Study

NOTE: Campus Living will be actively recruiting Federal Work Study candidates for this position.