

**Department of Housing &
Residential Life
Resource Room Assistant**

◆ Position Description ◆

The Resource Room Assistant is responsible maintaining and supervision of the Resource Room and the people who enter it.

Responsibilities include but are not limited to the following:

1. Staff the Resource Room for up to 15 hours per week
3. Ensure that programming paperwork is completed properly, and that the information on programming is easily accessible to administrative staff
4. Produce reports as necessary
5. Maintain cleanliness of Resource Room, including recycling
6. Manage Resource Room inventory
7. Manage calendar of reservations for equipment
8. Check out and check in supplies & equipment
9. Ensure that equipment returned to the Resource Room is in the same condition (or better) than when it was checked out
10. Fill service requests
11. Confront and report staff waste or staff inappropriate use of supplies and property
12. Report maintenance needs in the Resource Room
13. Maintain log of Resource Room customers
15. Learn how to use color printers, laminators, and other equipment properly and train student staff and hall council officers on use
16. Other duties as assigned

Requirements:

- A Texas State cumulative grade point average of 2.5 or higher
- Maintain a per semester grade point average of 2.25
- Maintain a minimum of twelve undergraduate or six graduate hours throughout the semester
- Familiar with Microsoft Office; excel, outlook, word, etc.
- Effective skills in written and verbal communication, administration, customer service, and peer training
- You can only have one on campus job

To Apply:

Follow the link provided on Jobs for Cats.