Resource Room Assistant Job Description

Working Title: Resource Room Assistant

Classification: Student Employee

Position Summary: The Resource Room Assistant (RRA) is a student staff member of Housing and Residential Life who assists in the supervision and upkeep of the Resource Room located in the Department of Housing and Residential Life building.

Compensation: $8.00/hour

Supervisor: Assistant Director of Residence Education (AD)

Conditions of Employment:

1) An overall Texas State GPA of 2.5 or higher and a minimum semester GPA of 2.25.
2) No current or pending disciplinary sanctions.
3) Be a student in good standing as defined by the University.
4) Maintain status of a full-time student as defined by the University.
5) Attend all training workshops and scheduled staff meetings.
6) May not hold another on-campus job (paid) when employed by DHRL.
7) Provide own transportation to work, which may require the purchase of a TXST parking permit.
8) Must be able to work a minimum 0f 10-12 hours per week during the following time frames:
   a. Tuesdays 6:00pm – 11:00pm
   b. Wednesdays 6:00pm – 11:00pm
   c. Thursdays 5:00pm – 9:00pm
   d. Fridays 2:00pm – 5:00pm
   e. Sundays 6:00pm – 11:00pm
9) May not exceed 25 hours of work per week (Sunday through Saturday) for domestic students or 20 hours of work per week (Sunday through Saturday) for international students.
10) Reappointment is based upon job performance, evaluation, and continuing enrollment in the University.

Preferred Qualifications:

1) Previous experience as Resident Assistant and/or Hall Council member
2) Strong organizational and computer skills
3) Live in Texas State residence hall during employment as Resource Room Assistant
Responsibilities:

1) Provide prompt, courteous and efficient customer service while working in the Resource Room.
2) Monitor all individuals entering the Resource Room.
3) Perform administrative duties as assigned, including but not limited to: completing all paperwork accurately and timely, checking items in/out, and evaluating condition of equipment.
4) Manage calendar for equipment reservations.
5) Confront and report individuals who are using supplies and property inappropriately or are wasting resources.
6) Maintain current inventory of Resource Room items and supplies.
7) Perform specific tasks in priority order (including task assignments) as assigned by the AD.
8) Be familiar with and abide by all University and departmental policies.
9) Be familiar with the roles and responsibilities assumed by other University personnel.
10) Have thorough knowledge and abide by the Student Rights and Responsibilities policies and procedures.
11) Other duties as assigned.