

## 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 of 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

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**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.