General Description
University Student Housing provides programs and activities in a comfortable, convenient, and supportive living environment that fosters campus involvement and active learning within a diverse community.

The Student Assistant (SA), as an educator, is a student who is employed by the University Student Housing to assist in the smooth daily management and operation of the residence halls. As a member of the Residence Life staff, the SA works with the Residence Life Coordinator(s), Graduate Hall Coordinator, and Hall Secretary in creating a positive living environment for the residents. Many times the SA is the first contact individuals experience in the residence halls.

Essential Functions
The essential functions/fundamental responsibilities for the Student Assistant position include the ability to: communicate effectively with students, staff, and visitors; prepare written memorandums, documents and complete forms; read, gather, compile, and prepare reports; direct and respond to fire alarms and major emergencies; perform cash transactions; distribute mail and packages; issue keys and equipment; monitor security of residence hall facilities; ascend and descend multiple flights of stairs; and operate a hand held radio.

Responsibilities
The Student Assistant (SA) is primarily involved in providing customer service to University Student Housing residents, guests, parents/family, and University faculty, staff, and officials. The SA helps maintain the safety of the residents and the security of the residence hall facilities. The SA also works on various administrative assignments outlined by the Hall Secretary, Residence Life Coordinator(s), and/or Graduate Hall Coordinator(s) to assist in the overall management of the residence hall.

The Student Assistant work schedule will vary in an effort to maintain a 24 hour desk operation. Specific schedules within this time period are designated by the supervisor, however most Student Assistants will be required to work at least one (1) shift per week between the hours of 12:00am – 9:00am (shifts are typically two or three hours, but may vary depending on need and availability).

Qualifications
Applicants must possess a cumulative AND semester grade point average of 2.0 or above to be hired and to maintain employment. New transfer students may substitute 12 transferred hours from an institution of higher education. Applicants must be in good academic and judicial standing with the University and University Student Housing. Applicants must possess leadership abilities, have knowledge or prior experience in general office work,
demonstrate a mature and friendly attitude, present a well-groomed appearance and possess decision making skills.

Student Assistants are required to participate in orientation and continuing education activities conducted prior to and during the hall’s operation. SAs are required to begin work and training prior to the residence halls’ opening each semester, and may be asked to work during holiday and break periods. The Student Assistant position is a security sensitive position and requires a Criminal Background Check prior to consideration for employment. All SAs are expected to support and comply with University and residence hall procedures, regulations, and policies. All SAs are expected to know and abide by all office policies and procedures as outlined by the office management staff. All SAs must be enrolled as a full time student during time of employment.

Remuneration
Student Assistants will be compensated at an hourly rate for time worked. Starting pay is $8.00 an hour. Hours will vary with a 19-hour maximum number of hours worked per week. Pay periods are two weeks in length. The Student Assistant work schedule will cover a 24-hour period. Specific schedules within this period are designated by the supervisor.

Affirmative Action & Equal Opportunity (AAEO) Statement
It is the policy of Texas Tech University to strive to maintain an educational and work environment free from impermissible discrimination. In addition to Texas Tech University’s policy against discrimination on the basis of race, color, religion, sex, national origin, age, disability, protected veteran status, genetic information, or refusal to submit to a genetic test, it is the policy of Texas Tech University that no person shall be subject to discrimination on the basis of sexual orientation or gender identity with regard to admission, employment, or use of the programs, facilities, or services of Texas Tech University.