



Campus Living & Residential Education

Transitions Assistant Position Description Fall 2022

The Campus Living and Residential Education (CLRE) Transitions Assistant (TAs) will serve as seasonal student staff members on the CLRE team for the 2022-2023 academic year. CLRE strives to foster inclusive residential environments where students have opportunities to grow and develop into leaders, value civility and respect, and thrive as members of the GW community. Transitions Assistants will support our residential communities during our major opening and closing periods for the academic year - including fall opening (August), fall closing (December), spring opening (January), and spring closing (May). The TAs will assist with conducting room checks, managing blue cart distribution, and preparing our residential communities before residents arrive. They will also support residents and families by providing information on opening/closing processes. Transitions Assistants will be supervised by CLRE professional staff and may have other duties as assigned by their supervisor.

Eligibility Requirements:

- All Transitions Assistants must live on campus for the Fall 2022 semester. Off-campus students as well as incoming first-year students and transfer students are ineligible to serve as Fall 2022 Opening Transitions Assistants. First-year and transfer students are eligible to serve as Transitions Assistants for the Fall 2022 Closing period.

Position Responsibilities:

- Foster a welcoming environment for residential students and families by greeting them as they move into our residential communities at the start of the fall and spring semesters.
- Support Community Coordinators in administrative tasks relating to opening/closing, including, but not limited to hanging bulletin boards and door tags, and overall building preparation tasks before resident arrival.
- Conduct room checks of vacant rooms upon resident departure to assess facilities concerns and determine follow up from CLRE or campus partners.
- Assist CLRE in checking out supplies at the neighborhood desk hubs, including cleaning supplies and blue carts.
- Identify safety and security concerns within the building and notify campus partners of the issue(s) during opening/closing periods.
- Attend training sessions on opening/closing procedures and responsibilities.

Shift Information: All TAs will be expected to complete a predetermined amount of hours depending on opening/closing periods, including weekends, early morning, and late evening shifts determined by CLRE.

Operational Dates: Operational dates are defined as any date before or after the start and end of the Fall and/or Spring semesters determined by CLRE needs. For the Fall semester: The Fall 2022 Move-In team of Transitions Assistants will be expected to move in on the weekend of August 13 - 14, 2022 and work from August 15 - 28, 2022. Operational dates are aligned with the [GWU Academic Calendar](#) for 2022-2023. TAs are expected to consult with their supervisor to schedule shifts in alignment with their academic schedule.

Compensation: All TAs receive a \$750 housing credit applied to their semester housing rate for each opening and/or closing period they work.

| Fall 2022 Opening and Move-In Period Operational Dates | | |
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| Operational Dates | Opening & Closing Period | Shift Hours |
| August 15-28 | Fall 2022 Opening and Move-In | Weekdays: 9 am - 8 pm Weekends: 7 am- 8 pm <i>*Please note breaks will be provided and scheduled throughout each workday</i> |