



Campus Living & Residential Education

Transitions Assistant Position Description: Spring 2023 Closing

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 currently reside on campus. Off-campus students are ineligible to serve as Transitions Assistants.

Position Responsibilities:

- Foster a welcoming environment for residential students and families by greeting them as they move out of our residential communities at the end of the spring semester.
- Support Community Coordinators in administrative tasks relating to closing, including, but not limited to removing bulletin boards and door tags, and overall building preparation tasks for summer.
- 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 the closing period.
- Attend training sessions on closing procedures and responsibilities.

Shift Information: Spring 2023 Closing Transitions Assistants are required to remain on campus from Monday, May 15 through Tuesday, May 23 and serve an active role in assisting CLRE with Spring 2023 Closing. If you are a graduating senior, your last day serving as a TA will be the end of day on Saturday, May 20. TAs will work a predetermined amount of hours as

determined by CLRE. All TAs not staying on campus for the summer must depart their Spring room by noon on Tuesday, May 23.

Operational Dates: Operational dates are defined as any date before/after the start and end of the fall/spring semesters determined by CLRE needs. For the Spring closing period: TAs are expected to work through the end of the Spring semester and through Commencement weekend (unless they are a graduating senior). Operational dates are aligned with the [GWU Academic Calendar](#) for the 2022-2023 academic year. TAs are expected to consult with their supervisor to schedule shifts in alignment with their academic schedule.

Compensation: All TAs receive a \$1,000 housing credit applied to their semester housing rate for completing the Spring 2023 Closing work period. TAs must attend all training sessions and assigned shifts of work to receive the compensation. No partial compensation is provided.

Spring 2023 Operational Dates		
Operational Dates	Opening & Closing Period	Shift Hours
May 15-16, 2023	TA Training	TAs will attend one (1) session on either day
May 20, 2023	Last work day for Graduating Seniors	9:00am - 6:00pm
May 22, 2023	Last work day for non-graduating seniors	9:00am - 6:00pm
May 23, 2023 12:00 pm	TA Departure (if not staying for summer)	N/A