



**BALL STATE
UNIVERSITY**

Housing and Residence Life

Muncie, Indiana 47306-0825

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Student Affairs
Housing and Residence Life

Title: Assistant Residence Hall Director – Graduate Assistantship
Office of Housing and Residence Life
Ball State University

Duties and Responsibilities:

1. Serves as a resource person to residents for student, campus, and community services.
2. Works in the residence halls, assisting with check in/move in of residents and changing of rooms/halls, lock-outs, service requests and information, etc.
3. Serves as part of the on-call duty rotation for residence halls for a particular area of campus.
4. Responsible for responding to crisis, evacuation and other emergencies.
5. Assists in community building activities in the residence halls, including programming, assessment, coordination and facilitation of events.
6. Assists with the creation and or support of a living-learning community.
7. Investigates and confronts resident or staff complaints involving noise, alcohol related behavior, disruptive behavior, facility concerns, etc.
8. Assists with training, supervision and evaluation of resident assistants, desk staff and night staff.
9. Supports the university academic mission through programs and actions.
10. Attends departmental training workshops, departmental and director meetings and in-service programs.
11. Informs and advises residents of policies, procedures and regulations relating to residence hall living and supports related university policies and procedures, serving as a model for others.
12. Maintains confidential information appropriately.
13. Serves on departmental committees or advises departmental student organizations.
14. Performs other duties as assigned by the Residence Hall Director and/or Assistant Director of Housing and Residence Life.

Work Load:

This assistantship is a 10 month position with opportunity for summer employment when enrolled in summer classes progressing towards degree completion. Assistant Residence Hall Directors will work a minimum of 20 hours and a maximum of 29 hours per week.

Supervision:

Position reports to a Residence Hall Director

Evaluation:

Performance will be evaluated in writing once per semester. Appointments are renewed based on past performance and willingness of student to renew. Re-appointments are also based on meeting Graduate School academic standards.

Other

*Assistant Residence Hall Directors must be enrolled for no less than six credits (no less than nine credits if a SAAHE graduate student) and no more than nine credits in an academic semester during which they are employed.

*Assistant Residence Hall Directors must live in the apartment provided by the university during the time of their employment. Staff members who are provided a room or apartment have an obligation to maintain the units so that they may conduct appropriate business. Special consideration should be made that the areas are clean, free of strong odors, etc. The housing units are made available for the benefit of the university to provide student access to staff and private places to listen to student concerns.

* Assistant Residence Hall Directors should be able to respond to problems and crises at any time of the day or night while in their role.

*Additional activities outside departmental expectations must be approved by the Associate Director of Housing and Residence Life.

Minimum Qualifications:

Earned Bachelor's degree by September 1, 2020
2.75/4.0 GPA in undergraduate studies
Enrollment in a BSU graduate program
Significant leadership experience
Experience with community living

Preferred Qualifications

Experience with populations of diverse ethnic backgrounds and life stages
Familiarity with a variety of technology and software programs
Experience with residence hall operations
Conflict mediation/crisis management skills
Supervisory experience
Community building skills

Compensation:

- Wages of \$11,000/10months for the period from appointment mid-July through early May.
- One-bedroom furnished apartment, including utilities. Assistant residence hall directors are required to live in their apartment and can share their apartment with legal spouse and/or dependent(s). All apartments are smoke free.
- Meals when fall and spring classes are in session.
- Wireless access, local telephone and voice mail provided.
- Full-time Graduate Assistants work 20 hours a week and receive a majority waiver of tuition cost and a stipend. Tuition for up to nine credit hours per semester, excluding activity fee (includes out-of-state tuition and an option for a summer tuition waiver).
- Summer employment is available for an additional stipend.
- Professional Development funds of \$500.00

FOR APPLICATION INFORMATION:

<https://www.bsu.edu/campuslife/housing/get-involved/employment>

09/19

