



## **Assistant Residential Learning Coordinator** Professional Staff Position Description

**Position Title:** Assistant Residential Learning Coordinator

**Reports To:** Residential Learning Coordinator

### **Minimum Qualifications:**

- Earned Bachelor's degree by September 1, 2021, 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
- Community building skills

### **Compensation:**

- A stipend of \$11,000/10 months for the period from appointment mid-July through early May.
- One-bedroom furnished apartment, including utilities. Assistant residential learning coordinators are required to live in their apartment and can share their apartment with legal spouses 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 are provided.
- Graduate Assistants work 20 hours a week and receive a majority waiver of tuition costs 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 may be available for an additional stipend.
- Professional Development funds of \$500.00 when available.

### **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 opening and closing of halls and changing of rooms/halls, key control, 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 crises, evacuations, and other emergencies.
5. Investigates and confront resident or staff complaints involving noise, alcohol-related behavior, disruptive behavior, facility concerns, etc.
6. 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.
7. Conducts disciplinary hearings and follows procedures for processing conduct cases.
8. Assists with training, supervision, and evaluation of Resident Assistants, desk staff, night staff, Hall Ambassadors, and the Administrative Assistant.
9. Assists in community building activities in the residence halls, including programming, assessment, coordination, and facilitation of events.
10. Assists with the support of any living-learning community in their building.
11. Supports the university's academic mission through programs and actions.
12. Attends departmental training workshops, departmental and director meetings, in-service programs, and RA staff meetings.
13. Maintains confidential information appropriately.
14. Serves on departmental committees and/or advises departmental student organizations.
15. Assists in teaching EDHI 200 for at least 1 semester.
16. Performs other duties as assigned by the Residential Learning Coordinator Hall/or Assistant Director of Housing and Residence Life.

**Work Load:**

This assistantship is a 10-month position with the opportunity for summer employment (when available) when enrolled in summer classes progressing toward degree completion. Assistant Residential Learning Coordinator will work a minimum of 20 hours and a maximum of 29 hours per week.

**Evaluation:**

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

**Other:**

- Assistant Residential Learning Coordinators 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 Residential Learning Coordinators 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.

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