



**BALL STATE  
UNIVERSITY**

Housing and Residence Life

**Assistant Residential Learning Coordinator for Curriculum**  
Professional Staff Position Description

**Position Title:** Assistant Residential Learning Coordinator for Curriculum

**Reports To:** Assistant Director of Residential Education for Curriculum

**Position Overview:** In collaboration with the Assistant Director of Residential Education for Curriculum, the Assistant Residential Learning Coordinator for Curriculum will provide oversight for the development and implementation of a Residential Curriculum for Housing and Residence Life and the Division of Student Affairs.

**Minimum Qualifications:**

- Earned Bachelor's degree by September 1, 2023
- 2.75/4.0 GPA in undergraduate studies
- Enrollment in a BSU graduate program
- Significant leadership experience

**Preferred Qualifications:**

- Experience working in a curricular model in student affairs or classroom
- Some experience with assessment and data analysis
- Experience with leadership roles, organizations or programs
- 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

**Compensation:**

- Wages of \$12,200 for the period from appointment mid-July through early May.
- One-bedroom furnished apartment, including utilities. Assistant Residential Learning Coordinator for Curriculum is required to live in their apartment and can share their apartment with spouse and/or dependent(s). All apartments are smoke free.
- Wireless access, cable service, 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.

**Duties and Responsibilities:**

- Assist in providing oversight for the development and implementation of the Residential Curriculum through the development of sequenced learning opportunities that promote growth, learning, and development towards learning goals and departmental educational priority.
- Assist with operationalizing and championing the residential curriculum. Develop and support initiatives that create a seamless learning environment that connects on-campus students with campus resources.
- Serve on the division-wide curriculum action team.
- Assist in developing strategic partnerships and collaboration with Career Services, Student Life, Alumni, Counseling Center, Dean of Students, and others as community partners for career exploration and practice.
- Design, implement, and evaluate learning environments in our residence halls.
- Provide leadership for curriculum development for EDHI 200 and EDHI 201 and for NACE Competencies skills infusion through our student staff and resident curriculums. This includes interfacing with Teacher's College, instructor training and coordination, and collaboration with Student Staff Selection Committee.
- Utilize a framework of equity and justice in all aspects of their day-to-day work. Promote equity through the (1) identification and removal of barriers, (2) cultivate an inclusive work environment, and (3) empowerment of people.
- Assist in the development and implementation of a comprehensive assessment and evaluation plan for the department including the assessment of student learning, satisfaction, needs assessment, cost-benefit analysis assessment, benchmarking, and environmental scanning. This includes the overall management of internal and external program review at least once every 5 years.
- Write assessment reports and narratives that share the HRL story with key stakeholders.
- Design qualitative, quantitative, and mixed methods studies. Utilize software packages such as SPSS, Nvivo, and Qualtrics to management departmental assessment initiatives and tracking. Design and develop valid and reliable assessment instruments.
- Collect data in an ethical manner, including careful consideration of the protection of human subjects and all expectations of the Institutional Review Board.
- Provide training and consultative services to residential learning staff members on assessment practice.
- Serves on the on-call duty rotation for the University Apartments
- Attend weekly meetings with your supervisor and weekly area meetings
- Co-instruct EDHI 200 course as needed
- Perform other related duties as assigned

**Work Load:**

This assistantship is a 10-month position with the opportunity for summer employment when enrolled in summer classes progressing toward degree completion. Assistant Residential

Learning Coordinator for Curriculum will work a minimum of 20 hours and a maximum of 29 hours per week.

**Evaluation:**

Performance is 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 Coordinator for Curriculum 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 Coordinator for Curriculum 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 Residential Learning Coordinator for Curriculum 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 Senior Associate Director of Housing and Residence Life.