



**BALL STATE
UNIVERSITY**

Housing and Residence Life

Assistant Residential Learning Coordinator for Living-Learning Communities

Graduate Student Position Description

Position Title: Assistant Residential Learning Coordinator for Living-Learning Communities

Reports To: Living-Learning Community Specialist and Assistant Director of Housing and Residence Life for Coordination of Living-Learning Programs

Position Overview:

Assist the Living-Learning Community Specialist and the Assistant Director of Housing and Residence Life for Coordination of Living-Learning Programs with the creation and support of Living-Learning Communities (LLCs). The Assistant Residential Learning Coordinator (ARLC) for Living-Learning Communities will lead the student staff team of Academic Peer Mentors (APMs) to successfully implement, market and coordinate specific co-curricular and support activities as related to individual major-based LLCs. The ARLC for LLCs will work closely and collaborate with professional hall staff teams, faculty and other student affairs professionals to assess and continuously improve Living-Learning Community plans and activities as well as assist with the management of budgets and development of annual reports.

Minimum Qualifications:

- Earned Bachelor's degree by September 1, 2023.
- Enrollment in a BSU graduate program.
- Multiple years of student leadership experience, preferably in Housing and Residence Life or experience with residential learning communities in higher education.

Preferred Qualifications:

- Self-motivated and has ability to work independently.
- Highly developed verbal and written communication skills and planning skills.
- Strong understanding and commitment to learning communities and higher education.

Compensation:

- A stipend of \$11,000/10 months for the period from appointment mid-July through early May.
- Professional Development funds of \$500.
- One-bedroom furnished apartment, including utilities.
- Twenty-one meals per week provided while classes are in session during the regular academic year.
- Tuition remission for six-nine credit hours per semester, excluding activity fee.

Duties and Responsibilities:

- Assist in the supervision, hiring, and training of a student staff team of Academic Peer Mentors (APM).
- Provide support and training for residence hall staff to successfully implement and sustain residential learning communities. Participate in Cardinal Training, Student Staff Orientation (SSO) and APM training.
- Effectively communicate goals/services of the Living-Learning Community program, which may include oral presentations, marketing development, and effective use of social media.
- Assist with the development and implementation of annual plans for each Living-Learning Community.
- Work collaboratively with faculty and professional staff to develop goals and outcomes for each Living-Learning Community.
- Work collaboratively with other housing staff to plan for successful integration of Living-Learning Community goals and outcomes with Housing and Residence Life goals and outcomes.
- Plan, implement and evaluate stimulating programs related to the residential learning community.
- Work with other staff to develop successful marketing Living-Learning Community activities.
- Provide appropriate feedback regarding individual effectiveness to participating Housing and Residence Life personnel.
- Assist in the coordination of the mid-term deficiency interventions with residence hall staff members.
- Provide support with data analysis of institutionally collected data, and department assessment data as it relates to Living-Learning Community to ensure residence hall staffs understand particular nuances relative to their halls.
- Participate in the Housing and Residence Life committees or task forces.
- Serve on the duty rotation for area and attend area and departmental meetings.
- Teach the EDHI 200 class.
- Perform other related duties as assigned.

Workload:

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 Living-Learning Communities 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 Living-Learning Communities 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 LLCs 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 LLCs 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.