



**BALL STATE
UNIVERSITY**

Housing and Residence Life

Hall Assistant

Hall Assistant Position Description

Position Title: Hall Assistant

Reports To: Residential Area Coordinator

Position Overview:

The Hall Assistant assists the Area Coordinator with various operations in the residential neighborhood. This includes key and occupancy management, package and mail management, communication with students and departmental stakeholders, and other duties.

Qualifications:

- At least one full year of experience in an HRL student staff role. Heavy preference will be given to those with RA and/or APM experience.
- Have a cumulative GPA of 2.5
- Availability to work 20 hours per week during the academic year.
- Strong performance in completing administrative responsibilities in previous roles
- Strong performance in communication in previous roles
- Successful completion of a background check

Compensation:

- Stipend of \$5,000 from appointment mid-July through early May.
- Declining balance meal plan during the fall and spring semesters.
- One-bedroom furnished apartment, including utilities. The Hall Assistant is required to live in their apartment and can share their apartment with legal spouse and/or dependent(s). All apartments are smoke-free.
- Use of departmental laptop during employment and use of an in-hall office.

Duties and Responsibilities:

Departmental

- Attend summer training for professional and graduate level staff.
- Attend department meeting such as unit and area meeting.
- Attend weekly 1:1 with Area Coordinator or assigned direct supervisor.
- Serve on one department committee.
- Assist with department wide initiatives such as hall opening, hall closing, Admitted Students Day, Discovery Days, Preview Days, etc.

Campus and Security

- Respond to and report violation of HRL and university policy.

- Respond to crises, evacuations, and other emergencies.
- Inform and advise residents of policies, procedures, and regulations relating to residence hall living and support related university policies and procedures, serving as a model for others.

Hall Staff Support

- Meet with RA staff to discuss curriculum, job responsibilities, collect information to advocate for them, and review additional topics as needed.
- Collaborate with ARLC to facilitate weekly hall staff meetings.

Administrative

- Assist Hall Coordinators with room change process by providing important information to incoming residents and checking in with RAs about initial contact.
- Create welcome packets for incoming residents that include keys, staff contact information, floor information, etc.
- Assist the Administrative Assistant with tasks as needed.
- Identify neighborhood trends and priorities and work Hall Coordinators to initiate solutions.
- Assist in community building activities in the residence halls, including programming, assessment, coordination, and facilitation of events.
- Perform other duties as assigned by the Residential Area Coordinator.

Desk Management

- Assist with the hiring and training of hall desk staff.
- Complete audits for keys, packages, access cards, and desk equipment.
- Create and manage the schedule for desk staff including approving shift swaps and ensuring all shifts are covered.
- Oversee the processing of mail and packages and address any issues.

Workload:

This position must be able to work 20 hours per week.

Evaluation:

Performance is evaluated in alignment with supervisor digression.

Other:

- For inquiries about this position or if you need an accommodation in any aspect of the interview process, please contact: Residential Area Coordinator, Jeremiah Tucker at 765-285-6801 or jeremiah.tucker@bsu.edu.