



**BALL STATE
UNIVERSITY**

Housing and Residence Life

Summer Resident Assistant

Summer Resident Assistant Position Description

Position Title: Summer Resident Assistant

Reports To: Jeremiah Tucker

Position Overview:

Summer Resident Assistants provide community support to residents residing in Studebaker East for the summer semester. This includes working the hall desk, assisting with move-in and move-out, on-call responsibilities, and programming.

Qualifications:

- Be employed during the Spring 2026 semester as a Resident Assistant.
- Enrollment in Summer School (no more than 6 credit hours per session).
- Live in the Residence Hall as assigned by the Office of Housing and Residence Life during the time of employment.
- Work outside the Office of Housing and Residence Life is not permitted.
- 2.5 GPA and submit a referral before interview.
- Be in good standing with the Office of Housing and Residence Life.
- Availability to work 2 weekends per month, holidays, and both summer sessions.
- Successful completion of a background check.
- Can begin employment on May 10, 2026.

Compensation:

- Salary equal to full room, limited board (meals), and a stipend of \$1,500 for the full summer session.
- Additional compensation of \$9.00 per hour for time worked at the front desk beyond the 20 hour expectation.
- Opportunity to gain valuable leadership experience and skills in personal interaction and growth.

Duties and Responsibilities:

- Act as community facilitator using the Housing and Residence Life Intended Learning Outcomes and programming.
- Actively support and demonstrate the HRL Mission Statement.
- Communicate, role model, and consistently enforce the HRL handbook policies by facilitating and influencing the development of mature behavior.
- Serve as a source of information concerning university procedures, housing services and

policies, and make referrals when appropriate to other campus and community agencies.

- Report all emergencies and student incidents to their supervisors.
- Complete and be present for Summer 1 and 2 check-ins' and check-outs.
- Prepare hall for transition to Summer School from Academic Year operation and Academic Year operation to Summer School operation.

Desk/Administration Responsibilities

- Provide effective and quality customer service.
- Must work 20 hours per week performing needed functions and working the hall front desk.
- Work desk shifts in accordance to the supervisor's expectations.
- Participate in opening and closing hall preparation for each summer session.
- Facilitate resident check-in and check-out.
- Abide by all desk staff expectations and complete room inspections as needed.
- Construct and maintain hall bulletin boards, informational signs, and other decorations as directed.

Meeting Responsibilities

- Attend all staff meetings as deemed necessary by your Assistant Residential Learning Coordinator or Residential Learning Coordinator.
- Attend any training, individual or staff meeting your Assistant Residential Learning Coordinator or Residential Learning Coordinator deems appropriate.

Duty Responsibilities

- Be on duty as assigned. Duty nights will be assigned at the beginning of each summer session.
- Be the first contact person in the event of a student or guest concern or emergency. There will be a Residential Learning Coordinator on duty to serve as a resource person.
- Complete at least three sets of rounds and be visible in the hall during duty coverage.

Workload:

- 20-30 hours per week
- Minimum of 2 weekends per month, both summer sessions, and holidays.

Evaluation:

For inquiries about this position or if you need an accommodation to participate in any aspect of the interview process, please contact Garrett Tur at gjtur@bsu.edu or 765-285-0090.