Graduate Assistant Coordinator of Living-Learning Programs  
Office of Housing and Residence Life  
Ball State University

Duties/Responsibilities:
1. Assist in the supervision, hiring, and training of a student staff team of Academic Peer Mentors (APM).
2. 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.
3. Effectively communicate goals/services of the living-learning community program, which may include oral presentations, marketing development, and effective use of social media.
4. Assist with the development and implementation of annual plans for each living-learning community.
5. Work collaboratively with faculty and professional staff to develop goals and outcomes for each living-learning community.
6. 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.
7. Plan, implement and evaluate stimulating programs as related to the residential learning community.
8. Work with other staff to develop successful marketing for living-learning community activities.
9. Provide appropriate feedback regarding individual effectiveness to participating Housing and Residence Life personnel.
10. Assist in the coordination of the mid-term deficiency interventions with residence hall staff members.
11. Provide support with data analysis of MAP-works data, institutionally collected data, and department assessment data as it relates to living-learning communities to ensure residence hall staffs understand particular nuances relative to their halls.
12. Participate in the Housing and Residence Life assessment committee and other committees or task forces.
13. Serve on the duty rotation for area and attend area and departmental meetings.
14. Teach the EDHI 200 class.
15. Perform other related duties as assigned.

Work Load:
This assistantship is a 10-month position with opportunity for summer employment when enrolled in summer classes progressing towards degree completion. Graduate Assistant Coordinator of Living-Learning Programs will work a minimum of 20 hours and a maximum of 29 hours per week.

Supervision:
Position reports to the Assistant Director of Housing and Residence Life for the Coordination of Living-Learning Programs

Evaluation:
Performance is evaluated in writing once per semester. Appointments are renewed based on past performance and willingness of student to renew. Re-appointments are also based on meeting Graduate School academic standards.

Other:
* Graduate Assistant Coordinator of Living-Learning Programs 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.
* Graduate Assistant Coordinator of Living-Learning Programs must live in the apartment provided by the university during the time of their employment.
* Graduate Assistant Coordinator of Living-Learning Programs 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 Associate Director of Housing and Residence Life.
Minimum Qualifications:
Earned Bachelor’s degree
2.75/4.0 GPA in undergraduate studies
Enrollment in a BSU graduate program
Significant leadership experience
Experience with community living

Preferred Qualifications:
Preference given to a Housing and Residence Life graduate assistant entering his/her second year
Experience with residential living-learning communities in higher education
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
Supervisory experience
Community building skills

Compensation:
*One-bedroom furnished apartment, including utilities.
*Meals when fall and spring classes are in session.
*Local telephone, voice mail, computer data, and cable service.
*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).
*Wages of $10,000 for the period from appointment mid-July through early May.
*Summer employment is available for an additional stipend.