



**BALL STATE
UNIVERSITY**

Housing and Residence Life

Assistant Residential Learning Coordinator

Graduate Student Position Description

Reports To:

Residential Learning Coordinator

Minimum Qualifications:

- Earned bachelor's degree by September 1, 2026, 2.75/4.0 GPA in undergraduate studies
- Enrollment in a BSU graduate program
- Significant leadership experience
- Experience with community living

Preferred Qualifications:

- Experience working with individuals from a variety of backgrounds
- Familiarity with a variety of technology and software programs
- Experience with residence hall operations
- Conflict mediation/crisis management skills
- Community building skills

Compensation:

- A stipend of \$12,000/10 months for the period from appointment mid-July through early May
- Option to apply for up to \$500 in professional development funding for opportunities that enhance/finetune your skills in your assistantship
- One-bedroom furnished apartment, including utilities. Assistant residential learning coordinators are required to live in their apartment and can share their apartment within departmental policy. All apartments are smoke-free. Pets are allowed within university policy.
- Use of departmental laptop during employment and use of an in-hall office.
- Declining balance meal plan when classes are in session
- Wireless access, local telephone, and voice mail are provided
- Graduate Assistants work 20 hours a week and receive a majority waiver of tuition costs. Tuition for up to nine credit hours per semester, excluding activity fee (including out-of-state tuition and an option for a summer tuition waiver)
- Summer employment may be available for an additional stipend

Duties and Responsibilities:

- Serve as a resource person to residents for campus and community services.
- Work in the residence halls, assisting with opening and closing of halls and changing rooms/halls, key control, service requests, and information, etc.
- Serve as part of the on-call duty rotation for residence halls for a particular area of campus.
- Respond to crises, evacuations, and other emergencies.
- Investigate and confront resident or staff complaints involving noise, alcohol-related behavior, disruptive behavior, facility concerns, etc.
- 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.
- Handle conduct hearings and follow procedures for processing conduct cases.
- Assist with training, supervision, and evaluation of Resident Assistants, desk staff, and night staff.
- Assist in community building activities in the residence halls, including programming, assessment, coordination, and facilitation of events.
- Assist with the support of any living-learning community in their building.
- Support the university's academic mission through programs and actions.
- Attend departmental training workshops, departmental and unit meetings, and RA staff meetings.
- Maintain confidential information appropriately.
- Serve on departmental committees and/or advises departmental student organizations.
- Assist in teaching EDHI 200 for at least 1 semester.
- Perform other duties as assigned by the Residential Learning Coordinator, Area Coordinator, or Associate Director of Residential Learning.

Workload:

This assistantship is a 10-month position with the opportunity for summer employment (when available) when enrolled in summer classes progressing toward degree completion. Assistant Residential Learning Coordinator will work a minimum of 20 hours and a maximum of 29 hours per week.

Evaluation:

The performance will be 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 Coordinators 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 Coordinators must live in the apartment provided by the university during the time of their employment. Staff members who are provided with 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.
- Additional commitments outside departmental expectations must be approved by the Associate Director for Residential Learning.
- Assistant Residential Learning Coordinators report directly to their assigned Area Coordinator or Residential Learning Coordinator.