



**BALL STATE  
UNIVERSITY**

Housing and Residence Life

## **Graduate Assistant, Assistant Residential Learning Coordinator for Student Leadership**

### **Graduate Student Position Description**

**Position Title:** Graduate Assistant, Assistant Residential Learning Coordinator for Student Leadership

**Reports To:** Assistant Director for Student Leadership

#### **Position Overview:**

The Graduate Assistant supports leadership development within Housing and Residence Life by co-advising RHA and NRHH, delivering training for student leaders and residence hall staff, and assisting with major departmental and student organization programming. Responsibilities include facilitating leadership workshops, supporting student organization budgeting, provide guidance and support to hall councils, and contributing to recognition events. The role also involves serving on departmental committees, participating in the on-call rotation for University Apartments, attending weekly supervisory and are meetings, and co-instructing the EDHI-200 course as needed.

#### **Qualifications:**

- Earned Bachelor's degree the beginning of the semester in which the assistantship begins.
- Enrollment in a BSU graduate program
- Significant leadership experience, preferably in Housing and Residence Life

#### **Preferred Qualifications:**

- Experience with large scale programming and event planning
- Experience with leadership roles, organizations or programs
- Experience with student populations
- Familiarity with a variety of technology and software programs
- Experience with residence hall operations
- Conflict mediation/crisis management skills
- Student organization advising experience
- Experience working with or participating in the Residence Hall Association (RHA) or that National Residence Hall Honorary (NRHH). Experience with hall or community council leadership is also preferred.

#### **Compensation:**

- Stipend of \$12,000 paid over 10 months.
- Declining balance meal plan during the fall and spring semesters.
- Two-bedroom furnished apartment, including utilities (may have a roommate within university guidelines). All apartments are smoke-free.

- Full-time Graduate Assistants work 20 hours a week and receive a majority waiver of tuition cost and a stipend. 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).

**Duties and Responsibilities:**

- Co-advise RHA and NRHH
- Deliver training for student leaders and residence hall staff
- Assist with major departmental and student organization programming
- Facilitate leadership workshops
- Support student organization budgeting
- Manage the residence hall tour program
- Contribute to recognition events
- Serve on departmental committees
- Participate in the on-call rotation for University Apartments
- Attend weekly supervisory and area meetings
- Co-instruct the EDHI-200 course as needed

**Workload:**

This assistantship is a full-time position. You will work 20 hours each week during the academic year.

**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:**

- To maintain a graduate assistantship appointment, all graduate students must maintain a good academic standing with the University (3.0 for a Master's and 3.2 for a Doctoral) and stay enrolled in at least 6 graduate credit hours per semester.