



**BALL STATE
UNIVERSITY**

Housing and Residence Life

Care & Conduct Specialist
Graduate Student Position Description

Position Title:

Assistant Residential Learning Coordinator, Care & Conduct Specialist

Reports To:

Assistant Director for Care and Conduct

Position Overview:

The A/RLC Conduct Specialist will assist the Assistant Director for Care and Conduct in: collaborating with residential professional and graduate student staff as a Conduct Hearing Officer for minor conduct cases, assisting with case management/follow up in conduct cases of harassment, monitoring conduct case and sanction completion, planning and implementing training for student staff, reviewing/revising current conduct practices, and supporting residential events involving conduct concerns (Red Zone Bingo, etc.).

Minimum Qualifications:

- Earned Bachelor's degree by September 1, 2025.
- Enrollment in a BSU graduate program
- Significant leadership experience.

Preferred Qualifications:

- Experience working with individuals from a variety of backgrounds.
- Comfort in learning new systems.
- Strong communication skills.

Compensation:

- A stipend of \$11,000/10 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. The A/RLC Care Specialist is required to live in their apartment. All apartments are smoke free. Pets and guests must comply with HRL Employee Pet Policies and Guest Policies.
- A meal plan is provided while classes are in session during the regular academic year.
- Tuition remission for six-nine credit hours per semester, excluding activity fee.

Duties and Responsibilities:

- Assists in the training of residence hall student staff in conduct response, crisis response, conflict mediation, and reporting
- Assists the ADC&C with investigation and follow up for harassment conduct cases
- Serves as part of the on-call rotation for residence halls for a particular area of campus
- Provides support to ADC&C and residence hall professional staff in management of student mental or physical health distress case management
- Facilitates crisis follow-up with student staff and residents as directed by ADC&C
- Provides support with data analysis of institutionally collected data as it relates to residential conduct and sanctions to ensure residence hall staffs understand areas of concern relative to their halls
- Serves as a Conduct Hearing Officer for residential areas experiencing an overload of conduct cases
- Responds to crises evacuations, and other emergencies
- Participates in Housing and Residence Life committees or task forces
- Works collaboratively with campus partners to design and implement residence hall programming for resident well-being, stress management and coping skills
- Performs other related duties as assigned

Workload:

This assistantship is a 10-month position with the opportunity for summer employment when enrolled in summer classes progressing toward degree completion. The A/RLC Conduct Specialist will work 20 hours per week.

Evaluation:

Performance is 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:

- The A/RLC Conduct Specialist 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.
- The A/RLC Conduct Specialist must live in the apartment provided by the university during the time of their employment. Staff members who are provided 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. The housing units are made available for the benefit of the university to provide student access to staff and private places to listen to student concerns.
- The A/RLC Conduct Specialist 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 Senior Associate Director of Housing and Residence Life.

