

Student Affairs  
Housing and Residence Life



**BALL STATE  
UNIVERSITY**

Housing and Residence Life

Muncie, Indiana 47306-0825

Phone: 765-285-8000

Fax: 765-285-3743

**Title: Graduate Coordinator for Student Leadership  
Office of Housing and Residence Life  
Ball State University**

**Position Overview**

Assists the assistant director for student leadership in the facilitation of student leadership development initiatives in the residence halls through advising housing and residence life's student organizations; lead a team of Lead Mentors to successfully implement, market, coordinate, and support the activities and events of the Accelerate Summer Bridge Program; work closely and collaborate with residence hall staff teams, campus stakeholders, and student leaders to assess and improve student leadership opportunities in the residence halls and across campus. This position also assists with departmental diversity and inclusion initiatives and supports partnerships with the office of admissions and enrollment services; and assists in the management of student organization budgets.

**Duties and Responsibilities:**

- Assist in co-advising 2-3 housing and residence life student organizations, including: Residence Hall Association (RHA), National Residence Hall Honorary (NRHH), Student Action Team (SAT), and National Society of Leadership and Success (NSLS).
- Provide support and training for residence hall staff to successfully support, sustain, and expand leadership development opportunities within the residence halls. Participate in cardinal training, student staff orientation, and monthly advisor roundtables
- Assist with the development and implementation of annual departmental and student organization programming initiatives
- Assist in the design and presentation of leadership training sessions to residence hall leaders at Council of President's Meetings and NRHH fall and spring Leadership Conferences.
- Provide support to student leaders proposing, managing, and reconciling student organization budget
- Assist in the development of diversity and inclusion initiatives in Housing and Residence Life by serving on the Social Justice and Inclusion Committee and partnering with campus stakeholders
- Assist in managing the residence hall tour program and train professional and graduate staff on recruitment/selection and training needs of Hall Ambassadors
- Support departmental and student organization recognition events and programs including NRHH's Recognition Week and the End of Year Leadership Reception
- Participate in 1-2 Housing and Residence Life Committees

- Serves on the on-call duty rotation for the University Apartments
- Assist with the development and implementation of the Accelerate Summer Bridge Program
- Attend weekly meetings with your supervisor and weekly area meetings
- Co-instruct EDHI 200 course as needed
- Perform other related duties as assigned

### **Work Load**

This assistantship is a 10-month position with possible opportunity for summer employment when enrolled in summer classes progressing towards degree completion. Graduate Coordinator for Student Leadership 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 Student Leadership and the Assistant Director for the University Apartments.

### **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 Coordinator for Student Leadership 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 Coordinator for Student Leadership 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.
- Graduate Coordinator for Student Leadership 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 by September 1, 2021
- 2.75/4.0 GPA in undergraduate studies
- Enrollment in a BSU graduate program
- Significant leadership experience

### **Preferred Qualifications**

- Experience with large scale programming and event planning
- Experience with leadership roles, organizations or programs
- 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
- Student organization advising experience

### **Compensation**

- Wages of \$12,200 for the period from appointment mid-July through early May. Meal plan not included but available for purchase.
- \$500 professional development funds as available.
- Two-bedroom furnished apartment, including utilities. Graduate Coordinator for Student Leadership is required to live in their apartment and can share their apartment with legal spouse and/or dependent(s). All apartments are smoke free.
- The Graduate Coordinator for Student Leadership may have a pet (maximum of two) upon payment of a \$200 non-refundable pet fee and \$25.00/month.
- Wireless access
- 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).
- Summer employment may be available for an additional stipend.

### **FOR APPLICATION INFORMATION:**

<https://www.bsu.edu/campuslife/housing/get-involved/employment>

11/2020