



**BALL STATE
UNIVERSITY**

Housing and Residence Life

Student Affairs
Housing and Residence Life

Muncie, Indiana 47306-0825
Phone: 765-285-8000
Fax: 765-285-3743

Graduate Student Position Description

Position Title: Graduate Assistant Coordinator of Living-Learning Programs
Reports To: Assistant Director of HRL for Coordination of Living-Learning Programs

Position Function:

Assist the Assistant Director of HRL for Coordination of Living-Learning Programs with the creation and support of living-learning communities; lead a student staff team of Academic Peer Mentors to successfully implement, market and coordinate specific co-curricular and support activities as related to individual theme- and major-based living-learning programs; work closely and collaborate with professional hall staff teams, faculty and other student affairs professionals to assess and continuously improve living-learning community plans and activities. Assist with the management of budgets and development of annual reports for each living-learning community.

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 collected institutional data and department assessment data as it relates to living-learning communities to ensure residence hall staff 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.

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
Experience with community living

Preferred Qualifications:

Preference may be given to a Housing and Residence Life graduate assistant entering their second year.
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
Community building skills

Compensation:

- Wages of \$11,000/ten months for the period from appointment mid- July through early May.
- One-bedroom furnished apartment, including utilities. Graduate Assistant Coordinator of Living-Learning Programs are required to live in their apartment and can share their apartment with legal spouse and/or dependent(s). All apartments are smoke free.
- Meals when fall and spring classes are in session.
- Wireless access, cable service, local telephone and voice mail provided.
- 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