Graduate Coordinator for Student Leadership
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.

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<tr>
<th>Duties and Responsibilities</th>
<th>Hours</th>
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<td>• 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).</td>
<td>8-10 Hours Weekly</td>
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<td>• 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</td>
<td>1-2 Hours Monthly</td>
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<td>• Assist with the development and implementation of annual departmental and student organization programming initiatives</td>
<td>1-2 Hours Weekly</td>
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<td>• Assist in advising student delegations to state, regional, and national conferences</td>
<td>3-4 Hours Weekly (Two conferences each semester that total 60-62 Hours)</td>
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<td>• 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.</td>
<td>1-2 Hours Weekly</td>
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<td>• Provide support to student leaders proposing, managing, and reconciling student organization budget</td>
<td>1-2 Hours Weekly</td>
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<td>• Participate on the Housing and Residence Life Resident Assistant Selection and Student Staff Orientation Committees</td>
<td>2-3 Hours Weekly</td>
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<td>• Assist in the development of diversity and inclusion initiatives in Housing and Residence Life by serving on the Multicultural Issues Committee and partnering with campus stakeholders</td>
<td>2-3 Hours Weekly</td>
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<td>• Assist in managing the residence hall tour program and train professional staff on recruitment/selection and training needs of Hall Ambassadors</td>
<td>1-2 Hours Weekly</td>
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- Support departmental and student organization recognition events and programs including NRHH's Recognition Week, Faculty Recognition Reception, and the End of Year Leadership Reception | 1-2 Hours Weekly
- Serves on the on-call duty rotation for residence halls for a specific area of campus | TBD
- Attend weekly meetings with your supervisor and weekly area meetings | 3.5 Hours Weekly
- Co-instruct EDHI 200 course | 3 Hours Weekly
- Perform other related duties as assigned | TBD

**Work Load**
This assistantship is a 10-month position with 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

**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.
- 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
- 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 developing leadership 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
• Community building skills

Compensation
• One-bedroom furnished apartment, including utilities.
• Meals when fall and spring classes are in session.
• Local telephone, voice mail, computer data, and cable service.
• 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).
• Wages of $10,000 for the period from appointment mid-July through early May.
• Summer employment is available for an additional stipend.