



Residential Learning Coordinator
Professional Staff Position Description

Position Title: Residential Learning Coordinator

Reports To: Assistant Director of Housing and Residence Life

Contract Type: Professional—Continuing Contract

Direct Reports: Assistant Residential Learning Coordinator and student employees

Position Function: Facilitate student learning and development; coordinate residential curriculum model in residence halls; manage administrative functions in two designated residence halls. There is typically a four-year limit of service as a Residential Learning Coordinator at Ball State.

Minimum Education: Master's degree from an accredited college or university.

Minimum Experience: Residence hall administration experience.

Minimum Other: Must be available to begin work on July 1, 2023.

Preferred Education: Master's degree from an accredited college or university in discipline represented within student affairs administration.

Compensation: \$36,000/12 months; full University benefits; live-in position with two-bedroom furnished apartment; meal plan while classes are in session and during training; \$1,000.00 professional development funds (as available). Residential Learning Coordinators are required to live in their apartment and can share their apartment with legal spouse and/or dependent(s). All apartments are smoke free. Staff members who are provided an 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 apartments are made available for the benefit of the university to provide student access to staff and private places to listen to student concerns. Updated policies are pending for consideration of pets and partners.

Position duties and responsibilities on Pg. 2

Duties and Responsibilities:

1. Develop and implement intentional learning experiences through implementation of the Residential Curriculum in two residence halls.
2. Advise, counsel, and establish rapport with students to assist them in adjusting to residence hall living in particular and college life in general. Assist students in developing healthy relationships with their roommate and the residence hall community in general. Refer residents to appropriate University or Community resources.
3. Collaborate with the Residential Learning Team in developing inclusive residential learning communities. This position must demonstrate an effort to understand their individual and collective role in creating inclusive environments and ensuring a framework of equity and justice is embedded in their day-to-day work. Promote equity through the (1) identification and removal of barriers; (2) facilitation of learning, (3) cultivation of community, and (4) empowerment of people.
4. Select, train, advise and supervise six to eight Resident Assistants; train, advise and supervise Assistant Residential Learning Coordinator.
5. Exercise general supervision over main hall desk operation for two halls; coordinate student related programs for two residence hall desk operations in two halls.
6. Hire, train, and supervise twelve to sixteen student desk employees for two halls.
7. Work with supervised staff to develop and implement policies and procedures to insure healthy and safe environment; build and maintain an atmosphere to promote self-discipline and respect for others through upholding and enforcing university policies.
8. Perform administrative duties to maintain an efficient, functioning residence hall; tasks include assigning rooms; controlling keys; maintaining records; and preparing necessary requisitions and reports for other university departments.
9. Respond to emergency situations in an efficient and effective manner to ensure the safety and well-being of residents.
10. Monitor the condition of facilities; recommend repairs or alterations as needed.
11. Support and advise hall council and other student groups regarding planning, budgeting, and implementing student experiential learning activities.
12. Participate in the overall planning of the total residence hall program; work closely with other housing area personnel in carrying out programs and services; support the development of budget requests.
13. Establish relationships with other departments within Student Affairs and the university; assume a leadership position within the department through committee work, activities, liaison work with other departments, and professional and staff in-service activities.
14. Teach academic course for students interested in student affairs work in residence halls.
15. Work irregular hours; may be called upon to respond to hall events and emergencies as needed. Serve in on-call duty rotation for a designated area on a regularly scheduled basis.
16. Perform other related duties as assigned.