



**BALL STATE  
UNIVERSITY**

Housing and Residence Life

## **Residential Learning Coordinator, Ball State University Position Description**

**Position Title:** Residential Learning Coordinator (RLC)

**Reports To:** Area Coordinator, Housing and Residence Life

**Contract Type:** Professional—Continuing Contract

**Direct Reports:** Assistant Residential Learning Coordinator (ARLC), student staff

**Position Function:** Facilitate student development; coordinate student related programs; manage administrative functions in designated residence hall(s). (There is typically a four-year limit of service as a Residential Learning Coordinator at Ball State University.)

### ***Duties/Responsibilities:***

1. Develop and implement intentional learning experiences through implementation of the Residential Curriculum in assigned residence hall(s).
2. Advise, counsel, and establish rapport with students to assist them in adjusting to residence hall living, 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. Select, train, advise and supervise six to eight Resident Assistants; train, advise and supervise Assistant Residential Learning Coordinator.
4. Exercise general supervision over main hall desk operation for two halls; coordinate student related programs for two residence hall desk operations in two halls.
5. Hire, train, and supervise desk employees assigned hall(s).
6. 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.
7. 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.

***Minimum Qualifications:***

***Education:*** Bachelor's degree from accredited institution by July 31, 2024  
***Experience:*** Residence hall administration experiences as a student leader, P3 management experience, Student Affairs experience, or other related experience

***Preferred Qualifications:***

***Education:*** Master's degree from an accredited institution in discipline represented within Student Affairs Administration or related area  
***Experience:*** P3 management experience, Student Affairs experience, or other related experience

***Compensation:*** Bachelor's-level: \$36,000/12 months, Master's-level: \$38,000; full University benefits; 24 vacation days per year; live-on position with two-bedroom furnished apartment; meal plan while classes are in session and during training; \$1000.00 professional development funds (as available). Residential Learning Coordinators are required to live in their assigned