

Student Affairs and Enrollment Services
Housing and Residence Life



**BALL STATE
UNIVERSITY**

Housing and Residence Life

Muncie, Indiana 47396-0825

Phone: 765-285-8000

Fax: 765-285-3743

**Title: Resident Manager – Graduate Assistantship
University Apartments
Office of Housing and Residence Life
Ball State University**

Duties and Responsibilities:

1. Serves as a resource person to residents for student, campus, and community services.
2. Works in the apartment community and office as scheduled, assisting with check in/move out of apartment residents and their families. Assists residents with lock-outs, service requests, policy information, and university information and resources etc.
3. Serves as part of the on-call duty rotation for the apartment community.
4. Responsible for responding to crisis, evacuation and other emergencies.
5. Assists in community building activities in the apartment area, including assessment, coordination and facilitation of events.
6. Assists in renewal and new leases.
7. Investigates neighbor or staff complaints involving noise, alcohol related behavior, disruptive behavior, lack of child supervision, etc.
8. Trains, supervises and evaluates assigned Community Office Assistants.
9. Supports the university academic mission through programs and actions.
10. Attends departmental training workshops, departmental and director meetings and in-service programs.
11. Informs and advises residents of policies, procedures and regulations relating to apartments, and supports related university policies and procedures, serving as a model for others.
12. Maintains confidential information appropriately.
13. Serves on departmental committees and/or advises departmental student organizations.
14. Performs other duties as assigned by the Assistant Director of Housing and Residence Life for University Apartments or the Associate Director of Housing and Residence Life.

Work Load:

This assistantship is a 10 month position with possible opportunity for summer employment when enrolled in summer classes progressing towards degree completion. Resident Managers will work a minimum of 20 hours and a maximum of 29 hours per week.



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Supervision:

Position reports to the Assistant Director of Housing and Residence Life for 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

- Resident Managers 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.
- Resident Managers 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.
- Resident Managers 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

Experience with community living



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Preferred Qualifications

Experience with populations of diverse ethnic backgrounds and life stages
Familiarity with a variety of technology and software programs
Experience with on campus living
Conflict mediation/crisis management skills
Community building skills

Compensation:

- Wages of \$12,200 / 10 months from appointment mid-July through early May. Cash packages are equivalent to an assistant residence hall director package, except that board is included in the cash wage package instead of being provided as a meal ticket.
- Two-bedroom furnished apartment, including utilities. Resident Managers are required to live in their apartment and can share their apartment with legal spouse and/or dependent(s). All apartments are smoke free.
- Resident Managers may have a pet (maximum of two) upon payment of a \$200 non-refundable pet fee and \$25.00/month.
- \$500 professional development funds as available.
- Wireless access, 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