COMMUNITY RELATIONS FACILITATOR – Position Description

This document is subject to review and revision.

UPDATED November 2016

Community Relations Facilitators (CRFs) are employees of Diversity Initiatives and Programs within the department of University Housing and Dining Services (UHDS). CRFs are supervised by the Coordinator, Diversity Initiatives and Programs (Coord DIP). The mission of the CRF program is to help build inclusive, overlapping and collaborative relationships between residents, UHDS staff and the campus through the development, execution, evaluation and promotion of social justice education through workshops, bulletin boards and events and to serve as a UHDS ambassador to campus partners who work to build a socially just campus through resources, services and programs. The position requires a strong commitment to the principles of and action for social justice.

There will be fourteen (14) Community Relations Facilitators (CRFs) selected for the 2017-2018 academic year. Each student will work an average of 15 – 19 hours each week. This position requires independent work, as well as, strong collaborative relationships with fellow CRFs and a variety of student and professional staff from Residential Education (UHDS), cultural resource centers, and other campus partners.

As employees of Oregon State University, CRFs are university representatives, and are to abide by university policies, state, federal, local laws, and UHDS policies in their relationships and contacts both on and off the campus throughout the duration of their appointment. CRFs, therefore, are expected not to engage in activities on or off campus that jeopardize their credibility as staff members or activities that make the university legally vulnerable.

OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

A personal and professional commitment to providing excellent customer service and creating inclusive environments is a core value of UHDS. UHDS will provide a transformative on-campus experience that will ENGAGE our students in community, ENRICH their lives and help them flourish and THRIVE.

Please note the following:

- Student staff who work 15 hours per week may only work 5 hours per week in other on-campus employment positions; students may only work a maximum of 20 hours per week in any on campus position. Working any additional hours on or off campus beyond this position is subject to approval by the Coord DIP.
- The Community Relations Facilitator Position is a one-year social justice leadership opportunity, currently for the 2017-2018 academic year. The employment period is for one full academic year (Fall, Winter and Spring terms).

DUTIES AND RESPONSIBILITIES

To meet the objectives of Diversity Initiatives and Programs, the responsibilities and duties of the Community Relations Facilitator position include but are not limited to the following:

I. COMMUNITY DEVELOPMENT
   a. Serve as a liaison for UHDS to cultivate and sustain relationships with campus partners engaged in diversity and social justice education.
   b. Develop and maintain positive relationships with all residents and staff, including:
      i. Creating and maintaining a strong presence in your hall community.
      ii. Required to attend hall staff meetings and hall council meetings.
      iii. Conduct community outreach and interactions regularly in assigned residence hall connecting residents to campus resources for academic, financial and personal needs, building community among students from underserve & underrepresented populations, and creating an avenue for communication for students from underserve and underrepresented...
populations.
c. Actively work toward creating an inclusive community where all students feel safe to be themselves.
d. Be accessible during evening hours unless special arrangements for time away are made with the Coord DIP and Building RD.

II. PROGRAM DEVELOPMENT & EXECUTION
   a. In collaboration with Coord DIP, develop, execute and assess diversity and social justice education workshops and large scale events held primarily in the residence halls.
      i. Responsible for promotion including distribution on social media.
      ii. Responsible for preparation of workshops and large scale events.
      iii. Responsible for data collection of workshops and large scale events.

III. ADMINISTRATION & BUILDING OPERATIONS
   a. Meet regularly with the Coord DIP and Building RD, respectively.
   b. Regularly attend CRF Staff Meetings and Building Staff Meetings, respectively.
   c. Meet regularly as needed with fellow CRFs for workshop prep.
   d. In consultation with Coord DIP, develop and execute a monthly bulletin board.
   e. Use voicemail, email, phone, in-person, and written communication as needed and directed; as well as, check all points of communication at least once daily and respond as requested in a timely manner.
   f. Be available to participate in building opening and closing procedures. This includes winter and spring break building closing.
   g. Staff front desk operations once a week from 8 PM – 12 AM on weekdays (Sunday – Thursday).
   h. Other administrative duties outlined via Coord. DIP

IV. DEPARMENTAL SUPPORT
   a. Assist with the recruitment and selection of new staff members throughout the academic year.
   b. Participate in UHDS and Diversity Initiative and Programs events as required.

V. TRAINING & ON-GOING DEVELOPMENT
   a. Participate in spring training and staff orientation activities, which may include the following:
      i. Periodic meetings with new and returning staff members.
      ii. Various training sessions and independent assignments.
      iii. Successfully complete the AHE 407 course as required, offered in Spring 2017.
   b. Participate in fall training and staff orientation activities, which may include parts of the following:
      i. UHDS Residential Education training
      ii. CRF specific training
   c. Actively participate in all UHDS Residential Education & Diversity Initiatives & Program trainings as required through the academic year.
   d. Take advantage of other University and UHDS trainings as appropriate.

VI. POLICY EXPECTATIONS
   a. Understand, abide by, and philosophically support the guidelines for student behavior in the “UHDS Policy Guide” and “Student Conduct Code”.
   b. Understand, support, and adhere to UHDS policies and procedures relating to:
      i. Sexual Assault Response
      ii. Bias Response
      iii. Fire/Evacuation/Emergency response
      iv. Key/Access device security
      v. Confidentiality/FERPA
      vi. Consensual Relationships
      vii. University Computer/Network Acceptable Use Policy
      viii. Staff Assessment Process and Evaluation Criteria

VII. OTHER DUTIES AS ASSIGNED
MINIMUM/REQUIRED QUALIFICATIONS

To meet the objectives of Diversity Initiatives and Programs, the minimum qualifications of the Community Relations Facilitator position include:

I. Be a current full time OSU or degree partnership student with an OSU or overall Grade Point Average (GPA) of 2.50 or higher.

II. Maintain good academic and conduct standing with OSU & UHDS.

III. Successfully pass a Criminal History Check upon hire

IV. Demonstrate an understanding of social justice.

V. Demonstrate the ability to cultivate relationships with people.

VI. Demonstrate the ability to lead conversations around diversity and/or social justice.

VII. Knowledge of campus offices and organizations – especially groups that represent and support underrepresented groups at OSU.

PREFERRED QUALIFICATIONS

I. Demonstrated commitment to diversity and/or social justice education, initiatives and programs.

II. Ability to manage time effectively and balance multiple commitments

III. Demonstrated ability to work in a highly collaborative environment while also working independently with a high level of self-direction.

IV. Ability to effectively and positively represent OSU, UHDS, and Diversity Initiatives and Programs.

TERMS AND CONDITIONS

In addition to the duties outlined in this position description, Community Relations Facilitators must abide by the following terms and conditions. Failure to abide by any term and condition may result in termination:

I. GPA and Student Status
   a. CRFs are required to meet full time student status and consider in advance the maximum load that realistically could be handled in conjunction with position duties. Enrolling in more than 16 credit hours requires prior approval from the Coord. Dip.
   b. Undergraduate students are expected to maintain a minimum term GPA of 2.0 and a cumulative GPA of 2.5. Graduate students must remain in good standing with the Graduate School. Failure to do so may result in removal from the CRF position.

II. Requirements of the CRF Position
   a. Successful completion of all required sessions prior to and during service, particularly spring course and fall training.
   b. AHE 407 is a required course offered on in Spring Term (TBA). Do not schedule any classes or other commitments during the AHE 407 course time.
   c. Fall Training may begin as early as the last week in August 28, 2017 and lasts throughout Welcome Week. All CRFs are expected to participate in fall training in its entirety. Students interested in taking Summer 2017 courses will be expected to plan their schedule around all training sessions. Failure to be present for any part of the training without prior approval from the Coord Dip will result in termination from the CRF position.
   d. For academic year 2017-2018, do not schedule any classes or other commitments on Tuesday evenings from 5:30-9:30 pm and Wednesday evenings from 4-6pm to allow for required meetings, training sessions and the AHE 407 Course. If class during this time is absolutely needed to complete graduation requirements, please consult as soon as possible with the Coord. Dip for approval.
   e. CRF participate in hall opening and closing and have to stay on campus until the Saturday after finals for Fall and Winter terms, and may be asked to stay as late as Sunday after Spring term finals. CRFs may also be required to return on the Friday before opening for Winter and Spring terms.
   f. University Housing & Dining Services is the primary employer/extra-curricular activity. Other employment, assistantships, campus involvement requires serious consideration and advance discussion and approval with the Coordinator, Diversity Initiatives and Programs, and should be considered as secondary to CRF duties.

WORKING CONDITIONS

Typically, CRFs work indoors in positive residence hall environments. The CRF position is routinely a night and weekend role. Occasionally, CRFs encounter the following circumstances:
I. Lifting up to 10 pounds, and occasionally up to 70 pounds.
II. Effectively communicating with members of the public, some of whom may be hostile.
III. An unpredictable and dynamic work schedule/setting.
IV. Managing/leading large groups

COMPENSATION
As compensation for the successful completion of duties outlined, each CRF will receive:
I. Residence hall room. CRFs may be assigned roommates on a temporary basis as part of the UHDS Temporary Housing Plan.
II. All CRFs receive a CRF Meal Plan for Fall Term (14 weeks including Training and Welcome Week), Winter Term (11 weeks), and Spring Term (11 weeks).
III. A $300 per term stipend, disbursed in $100 intervals.

Please Note: The CRF position could affect your financial aid package, typically in the following way: Check with your financial aid counselor for information on your specific circumstances. Financial Aid is required by the US Department of Education to include CRF compensation as part of a student's financial aid package. However, it cannot be counted against a student's "entitlement" monies (Pell Grants and Need Grants).

The CRFs cost of attendance is reduced by the budget figure that Financial Aid uses for Room and Board. With the reduction in cost of attendance, Financial Aid is required to reduce the amount of the student's aid package. They do so in the following order: Loans, Work Study, and then Grants. Need Based and Pell Grants are an "entitlement" and are never removed from a student's package.

Current tax law interpretation indicates that the room and board portion of the CRFs compensation is considered a "convenience to the employer" and, as such is non-taxable income. The Community Relations Facilitator is an “At Will" employee. As such, the employee, or UHDS may terminate the position at any time.