

Oregon State University Housing and Dining Services
CAMP Scholars Internship (CSI) Mentor – Position Description
This document is subject to review and revision.
2017-2018 Academic Year

The CAMP Scholar Internship (CSI) program is a collaboration between the College Assistance Migrant Program (CAMP) and University Housing & Dining Services (UHDS). In consultation with the Diversity Initiatives and Programs unit of UHDS, the CSI Mentor supports the CAMP Scholar Interns (10) in their transition to college and their personal, academic, and internship success. The CSI Mentor will serve as a direct liaison between the CAMP Scholar Interns, the Diversity Initiatives and Programs Coordinator (Coord. DIP), and the College Assistance Migrant Program (CAMP).

The successful candidate will be responsible for creating weekly professional development opportunities with support from the Coord. DIP, conduct weekly 1:1 meeting with each CAMP Scholar Intern, review and respond to their weekly journal entries, and assist with the overall leadership of the program. The CSI Mentor will also assist the Coord. DIP in the selection of the new class of CAMP Scholar Interns during the spring 2018 term.

As an employee of Oregon State University, the CSI Mentor is a university representative, 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. The CSI Mentor, therefore, is 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.

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 CAMP Scholar Internship Mentor Position is a one-year leadership opportunity, 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 CAMP Scholar Internship Mentor position include but are not limited to the following:

I. LEADERSHIP & PROGRAM DEVELOPMENT

- a. Meet with CAMP Scholar Interns (CSI) on a weekly 1 on 1 basis, review and give weekly feedback to the CSI reflection journals and support CSIs with appropriate follow up.
- b. Help coordinate weekly professional development meetings including scheduling of presenters.
- c. Serve as the liaison between the Coord. DIP, CAMP Scholar Interns and CAMP.
- d. Be a support for the CSIs including answering questions, campus referrals and availability.

II. ADMINISTRATION

- a. Meet regularly with the Coord DIP.
- b. Hold office hours in UHDS Central Office at least 2-5 hours/week
- c. 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.
- d. Other administrative duties outlined via Coord. DIP

III. DEPARTMENTAL SUPPORT

- a. Assist with the selection of new CSI cohort in spring term.
- b. Participate in UHDS and Diversity Initiative and Programs events as required.

IV. TRAINING & ON-GOING DEVELOPMENT

- a. Participate in fall training and staff orientation activities, which may include parts of the following:
 - i. CSI Mentor Training
 - ii. Social Justice Training
 - iii. UHDS Student Staff Training
- b. Actively participate in all trainings as required through the academic year.
- c. Take advantage of other University and UHDS trainings as appropriate, which may include the following:
 - i. Racial Aikido
 - ii. MLK Day of Service

V. 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

VI. OTHER DUTIES AS ASSIGNED

VII. MINIMUM/REQUIRED QUALIFICATIONS

- a. To meet the objectives of Diversity Initiatives and Programs, the minimum qualifications of the CSI Mentor position include:
 - i. Be a current full time OSU or degree partnership student with OSU
 - ii. Good academic standing with a minimum 2.5 GPA required & good conduct standing with OSU & UHDS
 - iii. Demonstrate excellent communication and interpersonal skills
 - iv. Experience in a leadership role
 - v. Commitment to promoting diversity and social justice
 - vi. Commitment to promoting academic and personal success
 - vii. Demonstrate excellent time management and organizational skills
 - viii. Knowledgeable of campus resources
 - ix. Experience with mentoring

VIII. PREFERRED QUALIFICATIONS

- a. To meet the objectives of Diversity Initiatives and Programs, the preferred qualifications of the CSI Mentor position include:
 - i. Demonstrate an ability to work independently with a high level of self-direction
 - ii. Strong interest and/or past experience working with issues of diversity and social justice.

- iii. Ability to effectively and positively represent OSU and UHDS
- iv. Familiarity with CAMP and/or the CAMP Scholar Internship is preferred but not necessary
- v. Current and past residents of UHDS is preferred but not necessary
- vi. Bilingual (Spanish/English preferred)

IX. TERMS AND CONDITIONS

- a. In addition to the duties outlined in this position description, the CSI Mentor 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
 - 1. The CSI Mentor is 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.
 - 2. 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 CSI Mentor Position
 - 1. Successful completion of all required sessions prior to and during service.
 - 2. Fall Training may begin as early as August 28, 2017 and lasts throughout Welcome Week. The CSI Mentor is expected to participate in fall training in its entirety. If you're interested in taking Summer 2017 courses will be expected to plan their schedule around all training session. Failure to be present for any part of the training without prior approval from the Coord Dip will result in termination from the CSI Mentor position.
 - 3. For academic year 2017-2018, do not schedule any classes or other commitments on Mondays evenings from 4:00 – 6:00 pm to allow for CSI Professional Development Meetings.
 - 4. 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 the duties of the CSI Mentor position.

X. WORKING CONDITIONS

- a. Typically, the CSI Mentor work indoors. Occasionally, The CSI Mentor will encounter the following circumstances:
 - i. Lifting up to 10 pounds, and occasionally up to 70 pounds.
 - ii. Effectively communicating with members of the public.
 - iii. An unpredictable and dynamic work schedule/setting.
 - iv. Managing/leading large groups.

XI. COMPENSATION

- a. As compensation for the successful completion of duties outlined, each CRF will receive:
 - i. Residence hall room. The CSI Mentor may be assigned roommates on a temporary basis as part of the UHDS Temporary Housing Plan.
 - ii. The CSI Mentor will receive a 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 CSI Mentor 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 CSI Mentor position 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 CSI Mentor 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.

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.

Please Note: In case of being selected a group interview followed by an individual interview may be the format.