

Oregon State University Housing and Dining Services
DIVERSITY LEARNING ASSISTANT – Position Description
This document is subject to review and revision.
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Diversity Learning Assistant (DLAs) are employees of Diversity Initiatives and Programs (DIP) within the department of University Housing and Dining Services (UHDS). DLAs are supervised by the Coordinator for Diversity Initiatives and Programs (DIP) and the in-hall professional staff. The mission of the DLA program is to help build inclusive, overlapping, and collaborative relationships among residents, UHDS staff, and the campus. This position develops, executes, evaluates, promotes social justice education through workshops, bulletin boards, events, and serves 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) DLAs selected for the 2023-2024 academic year. Each student will work an average of 15 – 19 hours per week. This position requires independent work and strong collaborative relationships with fellow DLAs and a variety of student and professional staff from Residential Education (UHDS), Diversity and Cultural Engagement (DCE), and other campus partners.

As employees of Oregon State University, DLAs 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 campus throughout the duration of their appointment. DLAs are 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, and 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 DIP Coordinator.
- The DLA position is a one-year social justice leadership opportunity, currently for the 2023-2024 academic year. The employment period is for one full academic year (fall, winter and spring terms).
- DLAs are required to live on campus.
- The responsibilities and execution of the DLA position may shift depending upon the university's policies and expectations of OSU student employees and guidance from state and local health authorities.

DUTIES AND RESPONSIBILITIES

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

I. COMMUNITY DEVELOPMENT

- a. Develop and maintain positive relationships with all residents and staff, including:
 - i. Creating and maintaining a strong presence in your hall community
 - ii. Attending DLA staff and hall staff 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 underserved & underrepresented populations and creating an avenue for communication for students from underserved and underrepresented

populations.

- b. Serve as a liaison for UHDS to cultivate and sustain relationships with campus partners engaged in diversity and social justice education.
- 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 made with the DIP Coordinator and live-in professional staff.

II. PROGRAM DEVELOPMENT & EXECUTION

- a. In collaboration with DIP Coordinator, develop, execute and assess diversity and social justice education workshops and large-scale events facilitated primarily in the residence halls, including:
 - i. Promoting workshops and events on social media.
 - ii. Planning and preparing dialogues, desk workshops, and largescale events. and
 - iii. Collecting data at workshops and largescale events.

III. ADMINISTRATION & BUILDING OPERATIONS

- a. Meet regularly with the DIP Coordinator and live-in professional staff;
- b. Attend weekly DLA and building staff meetings. DLA staff meetings and hall staff meetings will occur Tuesday nights from 5:00-9:00 PM (These times are subject to change.)
- c. Meet regularly as needed with fellow DLAs for event preparation.
- d. In consultation with DIP Coordinator, develop and execute a bulletin boards, dialogues, and similar ongoing programs.
- e. Use voicemail, email, phone, in-person, and written communication as needed and directed; and check all points of communication at least once daily, responding in a timely manner.
- f. Participate in building opening and closing procedures, including fall to winter and winter to spring transitions.
- g. Staff front desk operations **once** a week from 8 PM – 12 AM on weekdays (Sunday – Thursday).
- h. Complete other administrative duties outlined via DIP Coordinator

IV. DEPARTMENTAL SUPPORT

- a. Assist with the recruitment and selection of new staff members throughout the academic year.
- b. Participate in UHDS and DIP 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.
- b. Participate in fall training and staff orientation activities, which may include parts of the following:
 - i. UHDS Residential Education training
 - ii. DLA-specific training
- c. Actively participate in all UHDS Residential Education & Diversity Initiatives & Program trainings as required throughout 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 Diversity Learning Assistant position include:

- I. Be a full time OSU or degree partnership student with an OSU or overall Grade Point Average (GPA) of 2.50 or higher. Current or most recent term GPA of 2.0 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 and diversity.
- V. Demonstrate the ability to cultivate relationships with people.
- VI. Demonstrate the ability to lead conversations around diversity and/or social justice.
- VII. Demonstrate strong administrative skills including time management and balancing multiple priorities.

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
- IV. Demonstrated ability to work independently with a high level of self-direction and initiative.
- V. Knowledge of campus offices and organizations – especially groups that represent and support underrepresented groups at OSU.
- VI. Experience leading discussions or presenting information to others

TERMS AND CONDITIONS

In addition to the duties outlined in this position description, Diversity Learning Assistants 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. DLAs are required to meet full time student status. Enrolling in more than 16 credit hours requires prior approval from the AD DIP.
 - b. Undergraduate students must 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 DLA position.
- II. Requirements of the DLA Position
 - a. Successful completion of all required sessions prior to and during service, particularly spring course and fall training.
 - b. Fall Training may begin as early as **August 28, 2023**, and lasts throughout Welcome Week. All DLAs must participate in fall training in its entirety. Students interested in taking summer 2023 courses will need to plan their schedule around all training session. Failure to be present for any part of the training without prior approval from the DIP Coordinator will result in termination from the DLA position.
 - c. For academic year, 2023-2024, do not schedule any classes or other commitments on **Tuesday evenings from 5:00-9:00 pm** to allow for required meetings and training sessions. Please consult as soon as possible with the DIP coordinator for approval of classes during this timeframe.
 - d. DLAs participate in hall opening and closing and have to stay on campus until the Saturday after finals for fall and winter terms, and as late as Sunday after spring term finals. DLAs are also be required to return on the Thursday or Friday before opening for winter and spring terms.
 - e. 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 DLA duties.

WORKING CONDITIONS

Typically, DLAs work indoors in positive residence hall environments. The DLA position is routinely a night and weekend role. Occasionally, DLAs 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 DLA will receive:

- I. Residence hall room. DLAs may receive a roommate on a temporary basis as part of the UHDS Temporary Housing Plan.
- II. All DLAs receive a DLA Meal Plan for Fall Term (14 weeks including Training and Welcome Week), Winter Term (11 weeks), and Spring Term (11 weeks).
- III. A \$360 per term stipend, disbursed in \$120 intervals.

Please Note: The DLA 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 requires the US Department of Education to include DLA 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 DLAs cost of attendance reduces 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 DLAs compensation considers a "convenience to the employer" and, as such is non-taxable income. The Diversity Learning Assistant is an "At Will" employee. As such, the employee, or UHDS may terminate the position at any time.