

Oregon State University Housing and Dining Services
ACADEMIC LEARNING ASSISTANT – Position Description
This document is subject to review and revision.
UPDATED December 2023

POSITION SUMMARY

Academic Learning Assistants (ALA) are live-in part-time, student employees of Residential Education within the department of University Housing and Dining Services (UHDS). ALAs are responsible for providing academic support and engagement opportunities in their assigned residential community. ALAs play an integral role in OSU's First Year Experience (FYE), supporting first year students in their adjustment to the academic culture and rigor of Oregon State University. ALAs work to cultivate strong academic habits and college knowledge, promote engagement with university resources, and assist students in navigating the university landscape. These services range from 1-to-1 meetings with students to hall-wide programming initiatives. Academic Learning Assistants are primarily supervised by the Area Director for Academic Initiatives.

As employees of Oregon State University, ALAs 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. ALAs, 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.

DUTIES AND RESPONSIBILITIES

The primary objective of the ALA is to cultivate strong academic habits and OSU college knowledge for students living in the residence halls. This objective will be achieved through the following duties and responsibilities:

I. Academic Coaching

- a. Develop and maintain positive academic relationships with all residents and staff while creating and maintaining a strong presence in your hall community
- b. Maintain availability to meet with students 1-on-1 (via appointment or drop-in) during the evening and weekends to help them navigate their academic transition to OSU
- c. Help students to identify personal success goals and strategies
- d. Assist students to develop confidence in the navigation of OSU
- e. Provide opportunities for individual reflection and academic conversations in the residence halls
- f. Conduct weekly, regular office hours within the assigned residential community
- g. Perform weekly rounds of your hall, checking in with students and offering academic support while helping to monitor resident well-being

II. Academic Programming

- a. Lead academic success programming efforts in the residence halls in alignment with the expectations laid out in the ALA programming model. Programming will be done with the support of the hall staff and the Area Director for Academic Initiatives and consist of 2-3 scheduled workshops per term
- b. Design and construct 2-3 academically focused bulletin boards per term. Included in this expectation is the integration and posting of information from campus partners, including academic advisors and the Academic Success Center
- c. Facilitate the creation of/remain a resource for study groups

III. Outreach & Intervention

- a. Provide necessary referrals to campus academic support services.
- b. Outreach to students experiencing academic difficulty.
- c. Support in-hall and campus-wide academic intervention initiatives.

IV. Departmental and Institutional Support

- a. Promote, attend, and participate in UHDS and university programs as directed by the Area Director for Academic Initiatives.
- b. Participate in marketing and orientation activities (OSU Welcome, Beaver Open House, Spring Visits, etc.) as directed by Residential Education Leadership Team, Resident Directors, Residential Area Directors, Academic Success Center, and New Student Programs & Family Outreach.
- c. Assist in the recruitment and selection of future UHDS student staff throughout the academic year.
- d. Facilitate UHDS assessment activities as directed.

V. Training and Ongoing Development

- a. Actively participate in all trainings as required.
 - i. Fall Training: as early as **August 30, 2024**
 - ii. Winter Training: as early as **January 3, 2025** the Friday before the start of Winter term
- b. Participate in additional trainings as designated, which may include the following:
 - i. A Spring Orientation: a meeting and/or a weekend retreat in the Spring 2024 term
 - ii. Summer Online Modules: training modules to be done prior to the first day of Fall Training

VI. Administration

- a. Meet weekly with the Area Director for Academic Initiatives and your Resident Director
- b. Attend two weekly staff meetings: Hall Staff meeting and ALA staff meeting. ALA and hall staff meetings will occur on **Tuesday nights from 5:30-9:00 PM.**
- c. Provide coverage at the hall front desk as assigned by your Resident Director
 - i. ALAs generally staff a front desk from 8 PM – 11 PM once a week on weekdays (Sunday – Thursday), unless otherwise instructed by the Resident Director
 - ii. ALAs are expected to complete administrative tasks while staffing the front desk, including: checking out items to residents, resolving issues, and other tasks as assigned
 - iii. While staffing the front desk, administrative tasks assigned by the Area Director for Academic Initiatives, Resident Director, and other UHDS staff will have priority over personal tasks
- d. Use voicemail, email, phone, in-person, and written communication as needed and directed
 - i. Check voicemail and ONID e-mail at least twice daily and respond as requested in a timely manner
- e. Perform administrative tasks and recordkeeping as assigned. These tasks include, but are not limited to:
 - i. Logging student contacts, interactions, and programs as directed
 - ii. Checking staff mailboxes and hanging up postings and flyers as directed

VII. 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

VIII. Other duties as assigned

MINIMUM/REQUIRED QUALIFICATIONS

- I. Full time OSU student or degree partnership student with an OSU or Accumulative GPA of 3.0 or higher by start date.

- II. Maintain good academic and conduct standing with OSU & UHDS for the duration of the position.
- III. Demonstrated ability to engage and build relationships with others who are different from you
- IV. Demonstrated ability to work independently with a high level of self-direction and initiative
- V. Demonstrated understanding of social justice and diversity
- VI. Demonstrate strong administrative skills including effective time management and balancing multiple priorities and commitment
- VII. Demonstrated ability to communicate clearly and effectively both orally and in written form

PREFERRED QUALIFICATIONS

- I. Prior experience in a leadership or peer mentoring role on or off campus
- II. Demonstrated commitment to diversity and social justice education, initiatives, and programs
- III. Experience with presenting information to others, leading discussions, or facilitating group workshops
- IV. Ability to remain in the position for the duration of the 2024 - 2025 academic year

TERMS AND CONDITIONS

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

- I. The Academic Learning Assistant position is a one-year student leadership opportunity. The employment period for 2024 -2025 lasts the full academic year from **Friday, August 30, 2024** through **Sunday June 15, 2025**.
- II. GPA and Student Status
 - a. ALAs are required to meet full time student status. Consider in advance the maximum credit load that realistically could be handled in conjunction with position duties. Enrolling in more than 16 undergraduate credit hours requires prior approval from the supervising Area Director for Academic Initiatives.
 - b. All UHDS Student Staff Members (including ALAs) are expected to stay in good academic standing (2.0 Term and Accumulative GPA or higher) with Oregon State University. Failure to do so may result in the immediate removal from the student staff position
 - c. Academic Learning Assistants are expected to maintain the additional minimum qualification of a 3.0 Term and Accumulative GPA. Failure to do so may result in employment warning, probation, or removal from the ALA position.
- III. Meeting and Training Requirements
 - a. Successful completion of all required training sessions prior to and during service
 - b. Fall Training may begin as early as **August 30, 2024** and lasts until the first day of classes on **September 25, 2024**.
 - c. All ALAs are expected to participate in Fall training in its entirety. Students interested in taking Summer 2024 courses will be expected to plan their schedule around all training sessions.
 - d. No scheduled commitments on Tuesday evenings from 5:30 pm - 9:00 pm to allow for team meetings and in-service training sessions. If a class during this time is needed to complete graduation requirements, please consult as soon as possible with the Area Director for Academic Initiatives for approval.
 - e. ALAs are expected to be available for hall transition and closings at the end of each term. Staff should expect to stay on campus until noon on the Saturday after finals for Fall and Winter Terms and may be asked to stay as late as noon on Sunday after Spring Term finals.
- IV. UHDS is the position's primary employer/leadership opportunity. The university allows student employees to work on campus for 20 hours per week. On average, ALAs work 15 hours a week. Therefore, ALAs are allowed to work up to 5 hours per week on campus outside of the ALA role. Other employment, assistantships, campus involvement requires serious consideration and advance discussion and approval with the supervising Area Director for Academic Initiatives, and should be considered as secondary to ALA duties
- V. Weekend absence from campus or periods of time that would result in an ALA being gone from their community for more than 24 hours, should be shared in advance with the Area Director for Academic Initiatives
- VI. Maintain eligibility for employment by successfully completing all necessary hiring paperwork, including but not limited to passing the Criminal History Check, submitting the I-9 form and materials, and self-reporting any circumstances which may change eligibility for employment.

- VII. ALAs may be expected to be on campus during all-campus event weekends, as assigned by the Director of Residential Education, including but not limited to:
 - a. OSU Welcome and the weekend before first full week of Fall Term
 - b. Halloween Weekend
 - c. Homecoming Weekend
 - d. Fall & Spring Family Weekends
 - e. The weekends prior to Finals Week (all terms)
 - f. Beaver Open House Day
 - g. Home UO vs OSU Football Game Weekend
 - h. The weekend after Finals Spring Term
- VIII. Exceptions to the above responsibilities of the Position Description may be approved at the discretion of the Director of Residential Education or the Residential Leadership Team.

WORKING CONDITIONS

Typically, ALAs work indoors in positive residence hall environments. The ALA position is routinely a night and weekend role. Occasionally, ALAs encounter the following circumstances:

1. Occasionally lifting up to 10 pounds, and rarely up to 50 pounds
2. Effectively communicating with members of the OSU Community, and the public, some of whom may be hostile
3. Experiencing periods of high stress when responding to student crises with a potential to cause secondary traumatic stress
4. An unpredictable and dynamic work schedule/setting
5. High risk medical and emergency situations.

COMPENSATION

1. Furnished residence hall room. ALAs may be assigned roommates on a temporary basis as part of the UHDS Temporary Housing Plan.
2. All ALAs receive a Student Staff Meal Plan for Fall (14 weeks including Training and OSU Welcome), Winter Term (11 weeks) and Spring Term (11 weeks)
3. ALAs receive a \$1080 stipend for the academic year that is distributed in increments each month of their employment

Please Note: The ALA position could affect your financial aid package. Check with your financial aid counselor for information on your specific circumstances.

The ALA is an “At Will” employee. As such, the employee, or UHDS may terminate the position at any time.