

## Oregon State University Housing and Dining Services

### DIVERSITY LEARNING ASSISTANT – Position Expectations and Agreement 2026-2027 Academic year

#### POSITION SUMMARY

The Diversity Learning Assistants (DLAs) role is a live-in, peer mentorship student leadership position within Diversity Initiatives and Programs (DIP), a department of University Housing and Dining Services (UHDS). Supervised by the Coordinator for Diversity Initiatives and Programs (DIP) and the in-hall professional staff, DLAs work within the residence halls on the Corvallis campus to help build inclusive, overlapping, and collaborative relationships among residents, UHDS staff, and the campus. **DLAs are expected to dedicate an average of approximately 15 hours per week over the academic year to the responsibilities of the role. Responsibilities vary by time of year, community needs, and programmatic priorities and are not structured around fixed hourly schedules or timekeeping practices.** This position develops, executes, evaluates, promotes social justice education through 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.

This position requires independent work and strong collaborative relationships with fellow DLAs and a variety of student and professional staff from Residential Education (UHDS) 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 Equal Opportunity Employer, including disability, protected veteran, and other protected status. Oregon State University, as an institution of higher education and as a community of scholars, is committed to eliminating discrimination and providing equal opportunity in education and employment. Oregon State University, in compliance with state and federal laws and regulations, does not discriminate on the basis of age, race, color, religion, sex, sexual orientation, gender identity or expression, national origin, disability status or protected veteran status (including disabled veterans, armed Forces service medal veterans, recently separated veterans, and active duty wartime or campaign badge veterans) in any of its policies, procedures, or practices. This nondiscrimination policy applies to admission and access to, and treatment and employment in, University programs and activities, including but not limited to academic admissions, financial aid, educational services, and employment.

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:

- The university allows student employees to work up to 20 hours per week on campus. The DLA position is classified as an average 15-hour-per-week commitment. Other employment or major commitments require advance discussion and approval and should be considered secondary to the educational objectives of the DLA role.
- The DLA position is a one-year social justice leadership opportunity, currently for the 2026-2027 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:

## **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. Maintain an ongoing presence within the residential community, including evenings and weekends, to support relationship-building and programmatic engagement. While there is no set number of hours that DLAs must be present in the building, staff are asked to dedicate time throughout the week—based on their own availability and academic commitments—to meet learning outcomes.
- e.

## **PROGRAM DEVELOPMENT & EXECUTION**

- f. In collaboration with DIP Coordinator, develop, execute and assess diversity and social justice educational programs primarily in the residence halls, including:
  - i. Promoting programs and events through posters and word of mouth.
  - ii. Planning and preparing educational programs, desk, and intentional interactions.
  - iii. Collecting data at programs and socials.

## **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 4:30 PM-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 bulletin boards, and similar ongoing programs.
- e. Use Microsoft Teams, 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. Be accessible during evening hours unless special arrangements for time away are made with the DIP Coordinator and live-in professional staff.
- h. As part of their leadership and community engagement responsibilities, DLAs may be assigned rotational desk coverage or evening operational support, typically one evening per week, in coordination with professional staff. These responsibilities are incorporated into the overall average weekly commitment and are intended to support community safety, connection, and learning rather than function as hourly shift employment.
- i.
- j. Complete other administrative duties outlined via DIP Coordinator.

## **DEPARTMENTAL SUPPORT**

- I. Assist with the recruitment and selection of new staff members throughout the academic year.
- II. Participate in UHDS and DIP events as required.

## **TRAINING & ON-GOING DEVELOPMENT**

- g. 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.
- h. Participate in fall training and staff orientation activities, which may include parts of the following:
  - i. UHDS Residential Education training
  - ii. DLA-specific training
- i. Actively participate in all UHDS Residential Education & Diversity Initiatives & Program trainings as required throughout the academic year.

## **POLICY EXPECTATIONS**

- j. Understand, abide by, and support the guidelines for student behavior in the “UHDS Policy Guide” and “Student Conduct Code”.
- k. Understand, support, and adhere to UHDS policies and procedures relating to:
  - i. Sexual Misconduct 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

## **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. University Housing & Dining Services is the primary employer/extra-curricular activity. Other employment, assistantships, campus involvement require serious consideration and advance discussion and approval with the Diversity Initiatives and Programs Coordinator and should be considered as secondary to DLA responsibilities.
- II. Be a full time OSU or degree partnership student with an OSU or overall Grade Point Average (GPA) of 2.0 or higher. Current or most recent term GPA of 2.0 or higher.
- III. Maintain good academic and conduct standing with OSU & UHDS.
- IV. Successfully pass a Comprehensive Background Check upon hire.
- V. Demonstrate an understanding of social justice and diversity.
- VI. Demonstrate the ability to cultivate relationships with people.
- VII. Demonstrate the ability to lead conversations around diversity and/or social justice.
- VIII.** Demonstrated commitment to diversity and/or social justice education, initiatives and programs.
- IX. Demonstrate strong administrative skills including time management and balancing multiple priorities.

### **PREFERRED QUALIFICATIONS**

- I. Ability to manage time effectively and balance multiple commitments.
- II. Demonstrated ability to work in a highly collaborative environment.
- III. Demonstrated ability to work independently with a high level of self-direction and initiative.
- IV. Knowledge of campus offices and organizations – especially groups that represent and support underrepresented groups at OSU.
- V. Experience leading discussions or presenting information to other.

### **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 informing the DIP Coordinator.
  - b. Undergraduate students must maintain a minimum term GPA of 2.0 and a cumulative GPA of 2.0. 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 in-service, particularly fall training.
  - b. Fall Training may begin as early as **August 31, 2026**, and lasts until first day of classes on **September 23, 2026**. All DLAs must participate in fall training in its entirety. Students interested in taking summer courses will need to plan their schedule around all training sessions. 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. A large part of the DLA position is cultivating relationships with individual residents and establishing a sense of community among the residents in the residence hall. While there is no set number of hours that staff must be present in the building, staff are asked to dedicate time throughout the week to engage with the residents in the building (based on their own availability) to build those relationships.
- d. For academic year, 2026-2027, do not schedule any classes or other commitments on **Tuesday evenings from 4:30-9:00 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.
- e. DLAs participate in hall opening and closing and have to stay on campus until Saturday after finals for fall and winter terms, and as late as Sunday after spring term finals. DLAs may also be required to return on Thursday or Friday before opening for winter and spring terms.
- f. The DLA position requires that students maintain a presence within the community and reside in their rooms overnight to be available to students.

**WORKING CONDITIONS**

Typically, DLAs work indoors in positive residence hall environments. The DLA position is routinely a night and weekend role which is why housing is provided. 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 & BENEFITS**

As compensation for the successful completion of duties outlined, each DLA will receive:

- I. DLAs receive a residence hall room. DLAs may receive a roommate on a temporary basis as part of the UHDS Temporary Housing Plan.
- II. DLAs will receive a Student Staff Meal Plan equivalent to Residential Dining Level 1 each term, plus additional prorated weeks during fall training.
- III. DLAs receive a \$1320 total stipend per academic year, (\$660 Fall Term + Fall training, \$300 Winter term, \$360 Spring term) disbursed in monthly intervals.

**Please Note:** **The DLA position could affect your financial aid offer:** Check with the Office of Financial Aid for information on your specific circumstances. Financial Aid is required by the US Department of Education to include DLA compensation as part of a student's financial aid offer. However, it cannot be used to reduce a student's "entitlement" funds (such as Pell Grants and Oregon Opportunity Grants).

The DLA compensation counts against a student's total cost of attendance - the maximum amount of aid for which they are eligible. With the reduction in available cost of attendance, the Office of Financial Aid may be required to reduce or cancel the other awards on the student's aid offer. They typically do so in the following order: Loans, work-study, and then scholarships and grants. Entitlement funds 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.

SIGNATURE

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Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Date