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 faculty engagement opportunities in their assigned residential community. ALAs play an integral role in OSU’s First Year Experience (FYE) program, 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 and will receive training and programmatic support from Academic Success Center.

A core value of University Housing and Dining Services is the personal and professional commitment to providing excellent customer service and creating inclusive environments. UHDS will provide a transformative on-campus experience that will ENGAGE students in community, ENRICH their lives, and help them flourish and THRIVE. University Housing and Dining Services staff members are advocates for inclusive environments and community through understanding, enhancing, promoting, and celebrating the uniqueness of our student residents and department staff.

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.

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) 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 consists 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. Encourage residents to attend and participate in UHDS and university programs
   b. Facilitate UHDS assessment activities as directed
   c. Participate in marketing and orientation activities (Welcome Week, 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
   d. Assist in the recruitment and selection of future UHDS student staff throughout the academic year

V. Training and Other Professional Development Opportunities
   a. Actively participate in all trainings as required.
      i. Fall Training: as early as September 3, 2019
      ii. Winter Training: as early as January 3, 2020, the Friday before the start of Winter term
   b. Participate in additional training, in-service’s, and staff orientation activities as designated, which may include the following:
      i. ALA Spring Orientation: a series of workshops and weekend retreat, in the Spring 2019 term
      ii. Periodic scheduled meetings between new and returning ALA staff members throughout Spring 2019 and the 2019-2020 academic year
      iii. Summer Online Modules: a series of training modules to be done prior to the first day of ALA Fall training 2019
   c. Additional University, UHDS, and ASC training sessions and assignments by the Area Director for Academic Initiatives and/or University Housing & Dining Services

VI. Administrative
   a. Meet weekly with the Area Director for Academic Initiatives and Resident Director/Residential Area Director
   b. Attend two weekly meetings: Hall Staff meeting and ALA staff meeting
   c. Provide coverage at the hall front desk as assigned by the Resident Director/Residential Area Director
      i. ALAs generally staff a front desk from 8 PM – 12 AM 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. Demonstrate strong administrative skills including effective time management and balancing multiple priorities and commitments
IV. Demonstrated ability to communicate clearly and effectively both orally and in written form
V. Demonstrated ability to work independently with a high level of self-direction and initiative.
VI. Understanding of difference and inclusion
VII. Ability to adapt to a dynamic environment
PREFERRED QUALIFICATIONS

I. Prior experience in a leadership or peer mentoring role on or off campus

II. Demonstrated ability to cultivate and maintain relationships

III. Demonstrated commitment to promoting and enhancing diversity

IV. Experience with presenting information to others, leading discussions, or facilitating large group workshops

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, currently for the 2019-2020 academic year. The employment period is for one full academic year (Fall, Winter, and Spring terms).

II. GPA and Student Status
   a. ALAs are required to meet full time student status. Consider in advance the maximum 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 September 3, 2019 and lasts throughout Welcome Week. All ALAs are expected to participate in Fall training in its entirety. Students interested in taking Summer 2019 courses will be expected to plan their schedule around all training sessions.
   c. No scheduled commitments on Tuesday evenings from 5:30-9:30 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.
   d. Academic Learning Assistants are expected to assist with Hall Opening and Closing and have to stay on campus until noon on Saturday after final exams for Fall and Winter Term (Dec 14, 2019 & March 21, 2020) and noon on Sunday after Spring Term finals (June 14, 2020). Academic Learning Assistants may also be required to return on the Friday before opening for Winter and Spring Terms (January 3, 2020 & March 27, 2020)

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. Any weekend absence from campus or periods of time that would result in an ALA being gone from their community for more than 24 hours, must be cleared 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. Welcome Week 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 Civil War 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 70 pounds.
   2. Effectively communicating with members of the OSU Community, and the public, some of whom may be hostile.
   3. An unpredictable and dynamic work schedule/setting.
   4. 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 Welcome Week), Winter and Spring Terms (11 weeks).
3. ALAs receive a $300 per term stipend.

Please Note: The ALA position could affect your financial aid package. Check with your financial aid counselor for information on your specific circumstances. Financial Aid is required by the US Department of Education to include ALA 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 ALA is an “At Will” employee. As such, the employee, or UHDS may terminate the position at any time.