

Last updated: Winter 2023

Position Title: Leadership Liaison

Position Summary

The Leadership Liaisons (SLLs) assist in the daily operations of the Cultural Resource Centers (CRCs) and serve as leaders in developing inclusive and equitable communities within Diversity & Cultural Engagement (DCE) and across the Oregon State University campus.

1. Leadership

1. Assist in daily administrative & operational support
 - a) May include supporting budget processes, creating and documenting Purchase Requests, delegating tasks among staff, co-leading weekly student-staff meetings
2. Assist in organizing center projects
 - a) May include event planning and implementation, maintaining center library database
3. Provide mentorship and guidance to other peer staff members
 - a) May include leading program planning and supporting peer staff members in leading programs
4. Represent the center in the campus community
 - a) May include serving on student advisory boards and committees, engaging staff and community members in conversations pertaining to student fee processes, representing DCE at tabling functions

2. Community & Belonging

1. Assist in maintaining a welcoming environment in DCE spaces
 - a) May include updating center layouts, signage, etc.; answering guests' queries, welcoming guests to the DCE spaces and events
2. Support networking and relationship building among groups
 - a) May include facilitating connections between the centers, departments, and groups; initiating collaborations
3. Support individuals' connection to community
 - a) May include helping guests build relationships with each other; providing supportive listening; assisting guests in finding relevant resources
4. Contribute to a culture of respect and accountability
 - a) May include engaging in and modeling self-reflection, learning, and personal and professional growth

3. Well-being

1. Assist in the holistic support of student staff and team-building efforts
 - a) May include well-being check-ins, planning team-building activities, meeting regularly with their supervisor in support of their own well-being

2. Lead efforts to develop programs / events / collaborations that address community needs related to well-being
 - a) May include Sexual Assault Awareness Month; BoldyMe Campaigns; collaborations with the Survivor Advocacy Resource Center, Student Health Services, Counseling and Psychological Services
3. Provide support to students in need
 - a) May include providing supportive listening, consulting with campus partners in order to connect guests with relevant resources, directing guests to resources when they experience bias or violence
4. **Academic Success**
 1. Assist in developing and maintaining relationships with partnered academic support department
 - a) Partners may include EOP, CAMP, TRIO, Academic Success Center
 2. Assist in identifying academic needs of students, particularly in each center's respective communities
 - a) Needs may include concerns of discrimination in classrooms
 3. Assist in developing programs to meet those needs and/or connect students to appropriate resources
 - a) Programs may include community writing groups, study sessions, academic skills sessions
5. **Identity Development**
 1. Reflect on identity development and model thoughtfulness and vulnerability in this area with staff and community members
 - a) May include developing self-awareness of own identities through trainings, leading staff in exploring other identities
 2. Actively collaborate with other centers, student organizations, and external partners to foster individuals' identity exploration and development
 - a) May include facilitating programs that address concepts of identity and systems of oppression
6. **Social Justice**
 1. Participate in challenging and sensitive conversations
 - a) May include facilitating conversations in center spaces
 2. Raise awareness and educate people about pertinent social justice issues
 - a) May include developing programs and campaigns about relevant issues, sharing research and resources
 3. Work to empower community
 - a) May include lifting up the stories of marginalized community members

Other duties as assigned by professional staff

1. Attend mandatory scheduled trainings such as Fall Training (tentatively early September), ongoing training sessions
2. Assist in interview processes for other student-staff
3. Obtain FERPA certification and complete necessary trainings in a timely manner
4. Complete center tasks & needs as identified by staff

Minimum Qualifications

- Minimum Cumulative OSU GPA of 2.0
- Have a minimum of 1 year of active leadership experience on a college campus
- Have a demonstrated commitment to personal learning and transformational learning
- Must be available to work evenings and weekends as needed
- Have a demonstrated knowledge of and experience working with groups represented by the CRCs (i.e. Asian, Asian American, Pacific Islander; African, African American, Black; Chicanx, Hispanic, Latinx; North African and Southwest Asian Communities; Native American/Indigenous; Women; Women of Color; Queer, Transgender, and Intersex People of Color; Gay, Lesbian, Bisexual, Transgender, Queer, Intersex, and Asexual people).

Preferred Qualifications

- Leadership experience in the community/communities represented by the CRC or initiative applying to
- Demonstrated knowledge of social justice principles and systems of dominance
- Experience in having conversations about identity and social justice
- Experience in project management and/or event leadership
- Experience with networking and relationship building
- Experience with effective time-management
- Demonstrated self-awareness and thoughtfulness about identity and their impact in community

Wage (FY24): \$16.40

Average Hours/week: 15 (up to 20)