**Position Description:** Buntrock Admin Office Staff

**Reports to:** Professional staff members in Buntrock and Student Activities; Building Managers

**General Responsibilities:**

Responsible for coordinating logistics for Buntrock Commons \*

Print IDs and set up Ole Dollar accounts

Facilitate van reservations and prepare key packets

Assist visitors, students, faculty, and staff with questions about Buntrock Commons or the St. Olaf Campus

Check out technology keys for 140 rooms and any other technology requests for use in the building

Occasionally required to provide technical support for rooms in the Commons; training will be provided

Assist in social media efforts, including, but not limited to Facebook, Twitter, Pinterest, and WordPress

Participate in student employee staff development meetings/programs.

\*One student staffer will be assigned to: process room reservation requests through the R25 room reservation system while maintaining and organizing the Buntrock scheduling books and room schedule sheets. This is a restricted software system. All students will be trained on how to read and reserve the R25 system.

**Special Qualifications:**

Must be organized, efficient, and attentive to detail. Possess knowledge of Buntrock Commons and its operations. Preference will be given to student staff with other Buntrock experience. Customer service skills are also required, with the ability to be flexible and accommodating when interacting with those who need assistance.

**Skill Development Areas:**

Communication, Technology Proficiency, Organization, and Problem Solving

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