Job Description

**Title:** Summer Student Activities/Buntrock staff

**Reports to:** Professional Staff in Office of Student Activities and Buntrock Commons

**Minimum Qualifications:** Strong written and verbal communication skills, and word processing.

**Preferred Knowledge, Skills and Abilities:** Word processing, Excel spreadsheet and database management. Professional telephone and interpersonal skills. Knowledge of Buntrock Commons, St. Olaf campus, college policies and procedures.

**General Responsibilities:** This position provides customer service, clerical, room set-up and tear-down, and reception duties. May also include technical assistance in Buntrock and the Lions Pause. Staff could work in both Office of Student Activities and Information Desk.

* Greet guests, answer the phone in a professional manner and relay complete messages
* General office duties; copy, file, mail pickup & distribution, errands around campus, etc.
* Maintain necessary office supplies (i.e. keep printer, copier, fax machines full of paper; keep office neat & orderly, dust, etc.).
* Lion’s Pause technical and event support may be required. (Training available)
* Respond to all email messages from Professional Staff
* Preserve appropriate level of confidentiality and professionalism
* Provide webpage and promotional assistance; experience in publishing programs like Photoshop and InDesign helpful
* Social media expertise and willingness to learn new software
* Provide information about Buntrock Commons and St. Olaf College including transportation and other events
* Process and enter miscellaneous database information and calendar events as requested
* Complete other tasks as assigned, work independently, and meet deadlines

**Learning objectives;**

* General office maintenance skills
* Business communications skills
* Knowledge of various initiatives and events on campus
* Ability to manage projects start-to-finish
* General St. Olaf knowledge

**Expectaions;**

* Work all scheduled hours, notify Office of absence by phone and email, various hours per week
* Respond to all email messages from the Office, whether you can or cannot handle the request of the message
* Limit use of cell phones to emergency use only

Possible housing accommodation available, if willing, and selected to function as Summer Hall Supervisor for Summer Camps and Conferences. Required to stay on the assigned nights and possible extra hours available for events as needed.