



St. Olaf College Student Employee Job Description

Job Title: Business Services Manager for Residence Life

Classification: Student Employee (non-exempt)

Name and Address of Employer: St. Olaf College, 1520 St. Olaf Ave, Northfield, MN 55057

If the position requires the student to work off campus, provide the name and address here: N/A

Department Name: Office of Residence Life

Unit Number (5 digits):

Length of Position:

Contact Person/Supervisor: Christopher L Medley: medley1@stolaf.edu

Pay Rate (Check One) **Standard Hourly Rate** \$13.00 per hour

Description of the Position: (Purpose of the Position): The Business Services Manager is a student leadership position providing supervisory and administrative support to the central Residence Life office team. The position acts as a representative for Residence Life. The individual will be responsible for organizing receipts, bills, and financial information. Business Service Managers must be adaptable, efficient, and effective in their communication as well as work with limited supervision or within a project-based team performance environment.

Transferable Skills:

- Excellent interpersonal, organizational, and communication skills
- Ability to work both independently with little supervision and as part of a team
- High levels of motivation and willingness to learn
- Ability to pay close attention to details
- Excellent time management skills

Duties and Responsibilities:

1. Supervise colleagues working as business service assistants in the central Residence Life office
2. Work collaboratively with BSAs to correct behaviors of concern and provide appropriate disciplinary measures as necessary, within the scope of the position

3. Serve as a liaison between professional supervisors and BSAs
4. Receive, sort, and distribute physical mail and documents
5. Receive phone calls and direct them to the appropriate resources; manage call lists and make outgoing phone calls.
6. Support data entry and assist with creating and maintaining department files, records, and storage systems (physical and electronic).
7. Assist with housing records, damage bills, etc.
8. Schedule meetings as requested.
9. Attend all training, in-services, and development meetings requested by the Residence Life Office.
10. Identify and explain key financial working mechanisms of each residence hall and community.
11. Attend/participate in staff meetings, one-on-one meetings with the supervisor, and evaluation process.
12. Manage office email accounts.
13. Support opening and closing of the office
14. Other duties assigned.

Qualifications: (Education/Experience/Skills)

- Must be enrolled in a degree program at St. Olaf College during the academic year and maintain good standing in academics and conduct.
- Must maintain a cumulative/semester GPA of 2.5 (if a student staff member's GPA (semester/cumulative) falls below 2.5, their retention will be based on individual consultation.
- Students should have no pending cases, active sanctions, and/or resolved cases that would prevent effective performance as student staff members.
- Ability to act with discretion and exercise proper professional etiquette as it pertains to confidential information.
- Experience in Microsoft Office and Google Suite is required.

This job description is for general information purposes. It is not intended to list all duties and responsibilities of the position. This job description is subject to change at any time by St. Olaf College, with or without prior notice.

Physical and Environmental Factors

(Indicate frequency required in a typical shift for this position.)

Physical Activity	Not Applicable	Rarely	Occasionally	Frequently	Continually
Sitting				•	
Standing stationary			•		
Walking/traversing		•			
Crouching (bending at knees)	•				
Kneeling/crawling	•				
Stooping (bending at waist)	•				
Twisting/pivoting	•				
Climbing/balancing	•				
Reaching overhead	•				
Grasping/handling				•	
Pushing/pulling	•				
Lifting/carrying (< 20 lbs.)	•				
Lifting/carrying (<50 lbs.)	•				
Repetitive motions (constant for 15+ mins; typing, etc.)				•	
Driving	•				
Other					
Sensory Activity	Not Applicable	Rarely	Occasionally	Frequently	Continually
Talking in person/on phone			•		
Hearing in person/on phone			•		
Vision for close work				•	
Vision for distance or depth			•		
Distinguishing color				•	
Feeling by touch			•		
Loud noise (need raised voice to be heard)		•			
Other					
Environmental Exposures	Not Applicable	Rarely	Occasionally	Frequently	Continually
Respiratory (dust/gas/fumes/steam/odors/poor ventilation)	•				
Chemicals (includes solvents and oils)	•				
Vibrations (exposure to oscillating movements of extremities or whole body)	•				
Wet or humid conditions (indoor)	•				
Extreme cold (below 32 degrees)	•				
Extreme heat (above 100 degrees)	•				
Proximity hazards (moving mechanical parts, moving vehicles, electrical current, etc.)	•				
Heights or cramped quarters	•				
Protective equipment required (mask, gloves, eyewear, ear plugs, steel toe shoes, respirator)	•				
Other					

Travel: 0% of time
No

Operate Hand Tools: Yes No

Operate Equipment/Machinery: Yes No

Required Dress Attire: Business Casual Business Formal Uniform Other: Relaxed/ Informal attire

Comments: