



## **St. Olaf College Student Employee Job Description**

**Job Title:** Resident Life Event Planner

**Classification:** Student Employee (non-exempt)

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

**Department Name:** Office of Residence Life

**Length of Position:** Academic Year 2024-2025

**Contact Person/Supervisor:** Christopher L Medley, Associate Dean of Students for Residence Life

**Pay Rate (Check One)  Standard Hourly Rate  Supervisory/Special Skills Hourly Rate**

**Description of the Position: (Purpose of the Position):** The Resident Life Event Planner will work closely with the Resident Life staff to develop unique and engaging events that foster a sense of community and contribute to the overall well-being of students living on campus. Creating new and innovative event concepts that match Resident Life's aims and values and contribute to a dynamic campus community.

### **Transferable Skills:**

1. Excellent time management and prioritization skills
2. Flexibility and ability to adapt to quickly evolving situations
3. Thinking creatively to develop distinctive and engaging event concepts
4. Capability to delegate tasks and collaborate efficiently as part of a team.

### **Duties and Responsibilities:**

1. Event Planning and Conceptualization:
  - a. Work with Resident Life staff to determine the event's objectives, target audience, and intended outcomes.
2. Coordination and Logistics
  - a. Coordination of all event logistics, including department selection, food, audio-visual equipment, and other resources.
3. Marketing and promotion
  - a. Create marketing materials and tactics to effectively promote university-wide events.
  - b. To promote interest and attendance, use a variety of communication methods such as social media, flyers, and email.

**Qualifications: (Education/Experience/Skills)**

1. Minimum cumulative/semester GPA of 2.5
  - a. If no current St. Olaf GPA, the applicant must have a 2.5 semester after the Fall Semester.
2. Good academic standing.
3. No open sanctions.
4. Assignment of academic probation or disciplinary sanctioning at any point during employment may result in immediate dismissal from this position.
5. Successful completion of criminal background check after hire.

**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    
**Operate Hand Tools:**  Yes  No    
**Operate Equipment/Machinery:**  Yes  No  
**Required Dress Attire:**  Business Casual   
 Business Formal   
 Uniform   
 Other: \_\_\_\_\_  
**Comments:** \_\_\_\_\_