



St. Olaf College Student Employee Job Description

Job Title: Residential Facility Assistant

Department Name: Office of Residence Life

Length of Position: 2024-2025 Academic Year

Supervisor: Assistant Director of Housing Operations

Pay Rate (Check One) Standard Hourly Rate Supervisory/Special Skills Hourly Rate (\$13 per hour)

Description of the Position: (Purpose of the Position):

The Residential Facility Assistant (RFA) is a student staff position in the Office of Residence Life and works in conjunction with the Department of Facilities. This position's primary goal is to support Residence Life and the functional area, Housing Operations. Housing Operations manages, oversees and/or liaison to the following areas: residential maintenance and custodial services, environmental health and safety, sustainability, break housing, summer transitions, and administrative tasks. The position requires comfort with reading instructions, assembly of items, organizations, inventory and audits.

Position Responsibilities:

- a. Maintenance & Custodial Support
 - i. Move, lift and transfer items within and between residence halls to meet operational needs
 1. Loft kits, bedding, storage rooms (including furniture)
 - ii. Build/construct items
 1. Bookcases, games, furniture.
 - iii. Audit keys, pool tables, buildings supplies, etc.
 - iv. Manage the work order reporting process ensuring maintenance is reported and completed in a timely manner
 - v. Aid in monitoring the storage and use of all inventory in basements, rooms, and common areas in all residence halls.
 - vi. Control access to residence hall storage
 - vii. Appropriate documentation of items placed in or claimed from storage
 - viii. Ensure storage guidelines are followed
 - ix. Assist in storage room maintenance as assigned
 - x. Provide custodial support including but not limited to sweep outs, wipe downs, room supply prep
- b. Fire Health & Safety
 - i. Conduct building walk-throughs
 - ii. Conduct room inspections and inventories
 - iii. Assist HOC on fire drills and drug sweeps
 - iv. Escort vendors within the residence halls
 - v. Support the evaluation of residential safety initiatives
 - vi. Identification, documentation, and reporting of maintenance/facilities/health and safety concerns or emergencies
- c. Publications and Communication
 - i. Maintain supply of needed forms for facilities area: sustainability and recycling materials and signage, cleaning checklists, fire safety checklists, check in-out forms, check in packet material, and fire safety brochures
 - ii. Aid in creating and updating files on health and safety
 - iii. Create signs for halls as needed to update on facility related issues
 - iv. Maintain marketing materials for facilities team
 - v. Communicate with students and staff regarding facility and emergency situations in various media forms (email, signage, documents, letters, etc)
 - vi. Prepare opening/closing material packets for staff and signage for students
- d. Residential Support
 - i. Community Development and Peer Advising
 1. RFAs shall support programming initiatives as requested by their professional supervisor
 2. RFAs shall develop positive relationships with the residents through formal and informal engagement efforts

3. RFAs shall role model appropriate behavior within the residence hall to students and colleagues, abiding by and upholding College policies on a campus-wide basis.
 4. RFAs shall provide assistance to residents in need within the scope of their training, including referral to various campus resources and triaging student concerns to the appropriate professional staff.
- ii. Conduct Facilitation
 1. RFAs shall address breaches of College policy (as outlined in the student code of conduct) through the appropriate confrontation of the responsible parties and documentation of these incidents.
- e. Commitment to Diversity, Equity, Inclusion, and Antiracism
 - i. RFAs shall demonstrate a commitment to advance equity, inclusion, and antiracism at St. Olaf through methods including, but not limited to: ongoing self-reflection and recognition of one's identities in the spaces they occupy; awareness, understanding of, and sensitivity to historic and ongoing injustices against marginalized identities present in the St. Olaf community; and an openness to engage with peers of different cultural backgrounds and social identities.
 - f. Administrative Responsibilities
 - i. RFAs shall support their professional supervisor through administrative tasks as assigned, including but not limited to:
 1. Weekly RFA staff meetings
 2. Bi-weekly individual meetings with professional supervisor
 3. Documentation of on-duty activities
 4. Weekly reports
 5. Program Evaluations
 6. Adherence to any blackout dates provided by professional staff to ensure adequate staffing during high-need periods
 7. Create, maintain and edit forms for the summer housing
 8. Monitor and audit marketing for summer operations.
 9. Process housing operations request forms
 10. Schedule meetings with conference clients to review the lease agreements
 11. Support the management of the summer housing bed spaces inventory and common area spaces

III. Duties and Time Commitments

- a. RFAs can expect a weekly average of up to 12 hours.
- b. Special Time Commitments
 - i. Full Participation in Staff Training. Training requirements will be provided either upon hire or at minimum 60 days prior to the dates of training. If the 60 days are not met. Residence Life will prioritize your previous commitment.
 - ii. Available to assist with housing transitions at beginning and end of summer term
 - iii. Assist with all other housing transitions including Fall, Interim and Spring move-ins and closing

IV. Requirements of this position:

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

V. Qualities essential to this position:

- a. Excellent time management and prioritization skills
- b. Flexibility and ability to adapt to quickly evolving situations
- c. Demonstrated emotional maturity to cope with day-to-day challenges of employment
- d. Sensitivity and concern for others as individuals that goes beyond outlined responsibilities

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

Travel: 0% of time

Operate Hand Tools: Yes No

Operate Equipment/Machinery: Yes No

Required Dress Attire: Business Casual Business Formal Uniform Other: relaxed/informal attire

Comments: