

St. Olaf College Student Staff Position Description

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.

Job Title: Student Hall Coordinator and Junior Counselor

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

Department Name: Office of Residence Life

Length of Position: August 15th to May 27th; Students will not be asked to move in any earlier than August 15th. Fall training dates will be confirmed no later than June 1st.

Contact: Matthew Majerle

I. Compensation/Benefits:

- Room
 - Single-occupancy room
 - Total housing cost for 2023-24 academic year is waived (including single room rate)
- Parking
 - Parking permit provided at no cost.
 - Reserved parking space provided at no cost.
- Meal Plan
 - Any option within the full meal plan available at the partial meal plan rate

Disclaimer: The compensation/benefit package for this position does not limit your possible work award allocation by the College. If you have questions about this position and how it may affect your overall financial aid package, we encourage you to reach out to the Financial Aid office. If employment ends before the agreed upon date, payment will be retroactively removed at a weekly prorated amount.

II. Description/Purpose of the Position: Student Hall Coordinators (SHCs) and Junior Counselors (JCs) assume a number of roles to facilitate a healthy quality of life in the College's residence halls. The SHC/JC position provides an advanced experience in Residence Life at St. Olaf for established student leaders. *SHCs/JCs assume all expectations listed in the Resident Assistant position description.* The SHC/JC's additional responsibilities include:

a1. (JC Only) First-Year Mentorship – JCs shall contribute to building- and campus-wide initiatives focused on first-year mentorship and assistance through transitional experiences. Responsibilities may include all-campus JC meetings, quarterly programming relating to pertinent first-year milestones, and provision of opportunities to build longitudinal individual connections through mentorship. Opportunities to collaborate with the SOAR program and Orientation and Transition Experiences office exist with this role.

a2. (SHC Only) Office Collateral Responsibilities – SHCs shall be assigned to collaborate with an Area Coordinator in their collateral office responsibilities, including but not limited to: recruitment, selection, and training; community development model; residential leadership and staff recognition; and case management.

b. Advising – SHC/JCs advise their hall's community council in the planning, implementation, evaluation, and documentation of all-hall programming. SHC/JCs shall contribute to the professional development of their Community Council's executive team through regular individual meetings to address areas for growth and participation in executive officer trainings, when requested. SHC/JCs assist with spring interviews of student staff for the upcoming academic year.

c. Administrative – SHC/JCs shall provide administrative support to their assigned professional supervisor, including but not limited to: scanning and uploading of receipts; managing staff budget spreadsheets; and the printing and distribution of physical documents to residents.

d. Building Management – SHC/JCs shall assist their professional supervisor in various aspects of building management, including but not limited to: leading their student staff team in opening and closing building preparation tasks; facilitating resident check-ins and check-outs at any point in the academic year; coordinating break inspections at specified academic breaks; and conducting townhouse break inspections.

e. Staff Development and Leadership – SHC/JCs facilitate ongoing staff development activities in consultation with their professional supervisor and provide mentorship to new and returning student staff. The SHC/JC is a liaison between the hall staff and their professional supervisor, and may be asked to lead staff meetings in the event their professional supervisor is away from campus.

f. Training – SHC/JCs may be asked to assist with Fall and Spring Training. This involves arriving early in the Fall to present sessions or workshops to student staff. An SHC/JC is a role model and a valuable resource during the training of staff members.

g. SHC/JC On-Call – SHC/JCs cover nightly all-campus duty in an on-call rotation with other SHC/JCs. SHC/JCs are “on-call” from 5pm to 7am the following morning on weeknights, and 24 hours on weekends, during which they are available in an on-call capacity in coordination with the AC-on-Call. SHC/JC-on-call responsibilities may include: emergency coverage of building duty, responding to or triaging issues, concerns, and emergencies that arise in the residence halls, and appropriate enforcement of College policies when necessary. At most, an SHC/JC may be on duty 4 weeknights per month and one full weekend (or equivalent) per month.

III. Duties and Time Commitments – This position carries a significant investment of time, and should be regarded as a top-priority co-curricular commitment. Time commitments for SHC/JCs include an extended training period prior to the start of classes, extended hours during opening and closing, staff and individual meetings, execution of programming initiatives, and other responsibilities as outlined below. SHC/JCs are expected to engage in both formal and informal contact with residents to provide opportunities for interpersonal engagement and support. While it is difficult to provide a weekly time expectation, SHC/JCs can expect a weekly average of up to 20 hours of work. Any outside employment must be approved by the professional supervisor in consultation with the Associate Dean of Students for Residence Life.

a. Regular employment time commitments during academic terms include:

- Daily informal contact with professional supervisor (less than 5 minutes per day)
- Daily presence in assigned corridor and regular weekly “office hours” or floor meetings (1-2 hours, weekly)
- Weekly staff meetings. These meetings take priority over other co-curricular activities. Flexibility is expected from student staff in scheduling these meetings (60-90 minutes, weekly)
- Regular formal engagement with assigned corridor via programming and events within the Residence Life Student Engagement Model, including documentation of these efforts. Programming initiatives like roommate chats may require short daily meetings with different rooms each day (approx. 15 minutes per meeting), whereas floor events may occur on roughly a biweekly basis (typically 60-90 minutes in length)
- Weekly Community Council meetings (60-90 minutes, weekly)
- Monthly Community Council events (typically 60-90 minutes in length)
- Weekly individual meetings with professional supervisor (30 minutes, weekly)
- Monthly in-service training sessions (approximately 60-90 minutes in length, monthly)
- On-Call: SHC/JCs cover nightly all-campus duty in an on-call rotation with other SHCs/JCs, (5pm-7am as assigned)

b. Special employment time commitments include:

- Full Participation in Fall Training. This mandatory training begins two-and-a-half weeks prior to first-year move-in and typically runs 8:00am to 5:00pm each day until move-in day. The date of this training will fall **no earlier** than August 15th, and will be shared in the coming months.
- Available to assist with all break inspections (typically 4pm-6pm on the final day of class before a break)
- Available to assist with opening of residence halls by 10am on new/transfer student arrival dates (typically two days prior to the start of class.
- Available to close all residence halls at the end of the Spring term. All SHC/JCs must remain on campus until 5pm the day after Commencement.

IV. Requirements of this position:

- Enrolled in on-campus classes for Fall and Spring 2023-24 terms. SHC/JCs may be off-campus for Interim, but must work closely with their professional supervisor to plan for their absence.
- Minimum cumulative/semester GPA of 2.8
- Good academic standing.
- No open sanctions.
- Assignment of academic probation or disciplinary sanctioning at any point during employment may result in immediate dismissal from this position.

V. Qualifications/Experience & Skills: The Student Hall Coordinator position is a developmental program for established student leaders in Residence Life. The SHC/JC position is open to candidates with a minimum of one year's experience in a live-in student staff position (RA/JC). Individuals selected for this position have demonstrated strong leadership, communication, and organizational skills, paired with consistently strong performance in previous Residence Life employment.

a. Qualities essential to this position:

- Excellent time management and prioritization skills
- Flexibility and ability to adapt to quickly evolving situations
- Demonstrated emotional maturity to cope with day-to-day challenges of employment
- Sensitivity and concern for others as individuals that goes beyond outlined responsibilities
- Ability to effectively collaborate with professional supervisors and lead student staff colleagues
- Ability to understand limits of training and responsibilities to appropriately triage student concerns
- Demonstrated commitment to equity, inclusion, and antiracism and working knowledge of DEIA pedagogy
- Working knowledge of all aspects of St. Olaf College to appropriately assist, advise, and serve as a liaison between students and other members of the St. Olaf community.

Physical and Environmental Factors

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

Physical Activity	N/A	Rarely	Occasionally	Frequently	Continually
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Standing stationary	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Walking/traversing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Crouching (bending at knees)	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling/crawling	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Stooping (bending at waist)	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Twisting/pivoting	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Climbing/balancing	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching overhead	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Grasping/handling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Pushing/pulling	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/carrying (< 20 lbs.)	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/carrying (<50 lbs.)	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive motions (constant for 15+ mins; typing, etc.)	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving	<input type="checkbox"/>	X	<input 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"/>	X	<input type="checkbox"/>
Hearing in person/on phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Vision for close work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Vision for distance or depth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Distinguishing color	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Feeling by touch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Loud noise (need raised voice to be heard)	<input type="checkbox"/>	<input type="checkbox"/>	X	<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"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals (includes solvents and oils)	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibrations (exposure to oscillating movements of extremities or whole body)	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wet or humid conditions (indoor)	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (below 32 degrees)	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (above 100 degrees)	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proximity hazards (moving mechanical parts, moving vehicles, electrical current, etc.)	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heights or cramped quarters	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protective equipment required (mask, gloves, eyewear, ear plugs, steel toe shoes, respirator)	<input type="checkbox"/>	X	<input 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 X No Operate Equipment/Machinery: Yes X No

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