

## St. Olaf College Student Staff Position Description

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

**Position Title:** Summer Community Assistant

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

**Department Name:** Office of Residence Life

**Length of Position:** May 29th - September 6th. Initial training tentatively set for May 26.

**Contact:** Jordan Tarango, Area Director for Residence Life

### I. Compensation/Benefits:

- a. Housing
  - Double-occupancy room with a roommate of staff member's choosing.
    - If a roommate is not chosen, this bed will be added to the vacancy list at the lowest priority.
  - Total housing cost for 2022-23 summer terms is waived.
- b. Wage
  - Any administrative hours worked outside of the on-call rotation and eight hours per week of front desk work will be paid at \$11 per hour

Disclaimer: Work award is not capped during the summer term. Acceptance of this position will not limit the amount of hours that you may work in other forms of employment with the College. If employment ends before the agreed upon date, payment will be retroactively removed at a weekly prorated amount.

**II. Description/Purpose of the Position:** Summer Community Assistants are undergraduate student staff members that support on-campus living during the summer term. SCAs assist professional staff by attending to the daily needs of their residence hall related to building management, safety, and security.

### III. Position Responsibilities

#### a. Duty Rotation

- i. One SCA shall be on-duty between 7pm-7am on weeknights, and 24 hours per day on weekends. The duty phone must be held at all times during these periods to respond to resident issues and concerns.
- ii. Between 7pm and 7am each night (Active Duty), the SCA-on-duty shall:
  - 1. Operate the front desk and storage (as necessary) from 7pm-11pm
  - 2. Remain in their assigned building/room until 7am
  - 3. Take 3 rounds of their assigned building during this period
- iii. Between 7am and 7pm on Saturdays and Sundays (Passive Duty), the SCA-on-duty shall:
  - 1. Conduct one morning walkthrough of their assigned building before noon.
  - 2. May be anywhere on-campus, as long as they are able to respond to a call within 15 minutes of receipt
- iv. All on-duty activities shall be documented and submitted to professional supervisor

#### b. Front Desk

- i. Operate the front desk as an initial point of contact and resource for residents in assigned hall
- ii. Verify the identities of all individuals entering the residence hall according to departmental procedures and guidelines

- iii. Greet residents as they enter and exit the building
- iv. Offer assistance to those not recognized as residents of the hall
- v. Answer the phone and forward calls as appropriate
- vi. Check front desk items out to residents and appropriately document these transactions
- vii. Maintain a positive and professional demeanor at all times when working
- viii. Maintain a clean, organized workspace
- ix. Understand, be able to articulate, and uphold College and Residence Life policies and procedures
- x. Address policy violations as they occur
- xi. Refer concerns to appropriate Residence Life staff as they arise
- xii. Respond to and assist in emergency situations as necessary, within the scope of SCA training

**c. Storage Management**

- i. Control access to residence hall storage
- ii. Appropriate documentation of items placed in or claimed from storage
- iii. Ensure storage guidelines are followed
- iv. Assist in storage room maintenance as assigned

**d. Building Management**

- i. SCAs shall support their professional supervisor in building management tasks as assigned, including but not limited to:
  - 1. Distribution of room keys
  - 2. Preparation of the residence halls for summer housing
  - 3. Assisting residents during housing transition periods, including summer check-in and check-out
  - 4. Health and safety inspections
  - 5. Identification, documentation, and reporting of maintenance/facilities/health and safety concerns or emergencies

**e. Administrative Responsibilities**

- i. SCAs shall support their professional supervisor through administrative tasks as assigned, including but not limited to:
  - 1. Weekly SCA 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

**f. Residential Support**

**i. Community Development and Peer Advising**

- 1. SCAs shall support programming initiatives as requested by their professional supervisor
- 2. SCAs shall develop positive personal relationships with the residents in their assigned hall through formal and informal engagement efforts
- 3. SCAs 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. SCAs 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. SCAs 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.

**g. Commitment to Diversity, Equity, Inclusion, and Antiracism**

- i. SCAs 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.

**III. Duties and Time Commitments**

- a. SCAs can expect a weekly average of up to 12 hours.
  - i. Eight hours per week of desk work is required as part of your employment as an SCA, with opportunities to pick up additional paid hours.
  - ii. You may be engaged in up to 4 hours per week of active work during on-call.
- b. Special Time Commitments
  - i. Full Participation in Staff Training. This mandatory training will take place over up to six cumulative hours in late May/early June.
  - ii. Available to assist with summer housing transitions at beginning and end of summer term

**IV. Requirements of this position:**

- a. Students on the graduation list for May 2023 are not eligible to apply for this position.
- b. Minimum cumulative/semester GPA of 2.5
- c. Good academic standing.
- d. No open sanctions.
- e. Assignment of academic probation or disciplinary sanctioning at any point during employment may result in immediate dismissal from this position.
- f. 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

## Physical and Environmental Factors

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

Physical Activity	N/A	Rarely	Occasionally	Frequently	Continually
Sitting				X	
Standing stationary			X		
Walking/traversing				X	
Crouching (bending at knees)			X		
Kneeling/crawling			X		
Stooping (bending at waist)			X		
Twisting/pivoting			X		
Climbing/balancing		X			
Reaching overhead			X		
Grasping/handling				X	
Pushing/pulling			X		
Lifting/carrying (< 20 lbs.)			X		
Lifting/carrying (<50 lbs.)		X			
Repetitive motions (constant for 15+ mins; <u>typing, etc.</u> )		X			
Driving		X			
Sensory Activity	N/A	Rarely	Occasionally	Frequently	Continually
Talking in person/on phone				X	
Hearing in person/on phone				X	
Vision for close work				X	
Vision for distance or depth				X	
Distinguishing color			X		
Feeling by touch				X	
Loud noise (need raised voice to be heard)			X		

Environmental Exposures	N/A	Rarely	Occasionally	Frequently	Continually
Respiratory (dust/gas/fumes/steam/odors/ poor ventilation)		X			
Chemicals (includes solvents and oils)		X			
Vibrations (exposure to oscillating movements of extremities or whole body)	X				
Wet or humid conditions (indoor)		X			
Extreme cold (below 32 degrees)		X			
Extreme heat (above 100 degrees)		X			
Proximity hazards (moving mechanical parts, moving vehicles, electrical current, etc.)	X				
Heights or cramped quarters		X			
Protective equipment required (mask, gloves, eyewear, ear plugs, steel toe shoes, respirator)		X			

**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:**