



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

**Job Title:** Communications and Special Events Intern

**Classification:** Volunteer (non-exempt)

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

**Department Name:** Residence Life

**Length of Position:** Fall, Spring, and/or Summer Terms. Priority given to those able to commit to a full year.

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

**Contact Email:** medley1@stolaf.edu, housing@stolaf.edu

**Pay Rate:** Unpaid Internship

**Description of the Position (Purpose of the Position):** St. Olaf College Residence Life is entrusted with cultivating a vibrant campus community that enhances our students' robust academic and extracurricular lives. As a residence Life Communications and Special Events Intern, you will actively contribute to our mission of fostering an inclusive, informed, and connected campus environment. This dynamic role provides the opportunity to enhance your content creation, platform management, and event planning skills while collaborating with our dedicated team of professional and student staff.

While this is an unpaid position, successful applicants will be provided with several benefits including housing and a meal plan for the duration of their internship. Interns will be provided a one-bedroom, fully furnished apartment located within the college residence halls; a complimentary on-campus parking permit; \$100 per semester for miscellaneous housing support (i.e. laundry); and a meal plan. During the academic year, the meal plan is 90 meals and \$205 flex dollars per semester. During the summer or if the meal plan program changes, an equivalent meal plan will be provided.

### **Duties and Responsibilities:**

- **Content Creation:** Develop engaging and informative content for Residence Life social media platforms, department website, and email lists.

- **Social Media Management:** Maintain a robust social media presence by regularly posting, engaging with the audience, and promoting Residence Life events and initiatives.
- **Website Management:** Ensure the departmental website is up-to-date with the latest information including event details, resources, and relevant news.
- **Event Planning and Execution:** Collaborate with the Residence Life team to organize and execute campus community events that align with the department's mission and enhance student engagement.
- **Graphic Design:** Create professional, informative, and cohesive signage for residence halls and events.
- Additional duties as assigned.

**Time Commitment:** Full-Time. Monday - Friday, 8:00am-5:00pm. Some evening and weekend availability required.

### **Qualifications:**

#### Education

- Bachelor's Degree in relevant area of study required
- Enrollment in an accredited graduate program preferred

#### Skills

- Event Planning and Management
- Experience with graphic design software, including Adobe Photoshop
- Content creation, social media management, and website design
- Strong written, verbal, and visual communication
- Attention to detail
- Ability to analyze, organize, and prioritize work to meet deadlines
- Commitment to support and embrace diverse backgrounds, and values and points of view, to build a strong and inclusive community including faculty, staff, students, and constituents

- Ability to act with discretion and exercise proper professional etiquette as it pertains to confidential information; comply with FERPA and HIPAA regulations and guidelines

### **Prerequisites**

Employment in this position is conditioned upon successful completion of a background check which may include criminal background checks, reference checks, verification of work history, verification of any required academic credentials, licenses and/or certifications, a motor vehicle check, verification of DOT certification, a credit check, employment eligibility verification, and/or a pre-employment physical. Whether a background check is deemed successfully completed will be at the sole discretion of St. Olaf College. Please note, St. Olaf College reserves the right to conduct periodic background checks at its sole discretion.

**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 type="checkbox"/>	<input type="checkbox"/>
Standing stationary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking/traversing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouching (bending at knees)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling/crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping (bending at waist)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting/pivoting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing/balancing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/carrying (< 20 lbs.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/carrying (<50 lbs.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive motions (constant for 15+ mins; typing, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing in person/on phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vision for close work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vision for distance or depth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Distinguishing color	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feeling by touch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loud noise (need raised voice to be heard)	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>
Environmental Exposures	Not Applicable	Rarely	Occasionally	Frequently	Continually
Respiratory (dust/gas/fumes/steam/odors/ poor ventilation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals (includes solvents and oils)	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (below 32 degrees)	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (above 100 degrees)	X	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heights or cramped quarters	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other

**Travel:** 0% of time **Operate Hand Tools:** \_\_Yes X No **Operate Equipment/Machinery:**  \_\_Yes   
X No

**Required Dress Attire:**  X Business Casual  Business Formal  \_\_Uniform  \_\_Other:

**Comments:**