



St. Olaf College Student Employee Job Description

Job Title: Student Care and Conduct Intern

Classification: Volunteer

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 Student Care and Conduct Intern, you will play a vital role in shaping well-being, safety, and inclusivity on campus. As the Student Care and Conduct Intern you will aid in case management, conflict resolution, and providing invaluable one-on-one support to students. You will uphold campus policies, model responsible behavior, and have the unique opportunity to participate in conduct hearings. Additionally, you will develop engaging programming that encourages positive conduct within our student body.

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 or greater meal plan will be provided.

Duties and Responsibilities:

- **Case Management:** Provide one-on-one support and follow-up with students who are identified as having difficulties. These difficulties may include a wide range of topics, such as adjusting to college life, community stressors, external or global stressors, personal hardships, etc. Identify when to refer students to additional resources.

- Resource Management: Collect and distribute information about both on and off-campus resources that are accessible, low-cost, and safe to students.
- Conflict Deescalation: Facilitate conversations between students in conflict with the goal of finding a solution that meets the need of all parties involved.
- Conduct Hearing Involvement: Serve as a hearing office, adjudicate cases, and hear appeals, upholding the principles of academic and personal integrity.
- Educational Programming: Develop and implement programs and initiatives to educate students about campus policies, community standards, and safe conduct.
- Student Record Management: Ensure accurate and confidential documentation of conduct cases using the student record system, maintaining compliance with data privacy and security protocols.
- Positive Role Modeling: Serve as a positive role model for students, exemplifying the values and conduct expected within the St. Olaf community.
- Additional duties as assigned.

Time Commitment: Part-Time. Monday-Friday, 8:00am-5:00pm. Limited evening and weekend availability.

Qualifications:

Education

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

Skills

- Skill in or ability to learn case management or healthcare documentation systems, such as Maxient and THDSS
- Mental health first aid training or ability to obtain within 30 days of employment. St. Olaf will cover associated expenses.
- Strong written, verbal, and visual communication and documentation
- Attention to detail

- Analyze, organize, and prioritize work to meet deadlines
- Commitment to support and embrace diverse backgrounds, 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"/>
Grasping/handling	<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)	<input type="checkbox"/>	<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)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (above 100 degrees)	<input type="checkbox"/>	<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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Travel: 0% of time **Operate Hand Tools:** __Yes XNo **Operate Equipment/Machinery:** __Yes XNo

Required Dress Attire: XBusiness Casual __Business Formal __Uniform __Other:

Comments: