



St. Olaf College Student Employee Job Description

Job Title: Summer Conference 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: Summer Term (June 1--August 1)

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): Summer Conference Intern supports summer guests and internal college groups in relation to housing. Interns will coordinate cleaning with the Facilities Services, coordinate meals with Bon Appetit (the on-campus food service) and guest card activation. The position supports policy and procedures of the college, and coordinates building management, safety, and security.

Duties and Responsibilities:

- Serves as a point of contact 24/7 (7:00am-7:00pm active on-call; 7:00pm-7:00am passive on-call)
- Operate the front desk of assigned residence halls, including acting as the initial point of contact, verifying the identities of visitors, answering phone calls, and more.
- Ensure high standards of building operations by checking all rooms before conference guests arrive and preparing billing before guests depart.
- Support professional supervisor in building management tasks such as: (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, and (5) identification, documentation, and reporting of maintenance/facilities/health and safety concerns or emergencies.
- Complete administrative tasks as assigned, including attending meetings, documenting tasks, and program evaluations.

Time Commitment: Part-Time for an average of 20 hours per week. 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

- Experience with event planning or hospitality
- Ability to 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"/>	<input type="checkbox"/>
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Travel: % of time **Operate Hand Tools:** Yes No **Operate Equipment/Machinery:** Yes No

Required Dress Attire: Business Casual Business Formal Uniform Other:

Comments: