

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: Inclusivity Advocate

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 21st at 8am until 5pm the Monday following Commencement.

Staff are permitted to move into campus housing as early as August 16th. Training meals will be provided beginning on the official start date.

Contact: McKenzie Stack

I. Compensation/Benefits:

- 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.
 - Total housing cost for 2024-25 academic year is waived.

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: Inclusivity Advocates focus on supporting engagement with diversity, equity, and inclusion initiatives within the residence halls to positively impact the on-campus living experience. This program aims to engage all members of the St. Olaf community in constructive dialogue that recognizes and celebrates the diversity of St. Olaf College. IAs exist to support and hold space for individuals of all identities, with particular respect towards people of color, international students, the LGBTQ+ community, people with physical and mental disabilities, and individuals of differing socioeconomic backgrounds.

The Residence Life Inclusivity Advocate is a paraprofessional staff member with knowledge and experience in educating their peers about diversity. IA shall identify, engage, celebrate, and contribute towards students *thriving* within their living environment. Through the use of a Student Engagement Model, IAs aim to educate and raise awareness about the diversity of student experiences on campus. IAs seek to foster engaging and critical dialogue around issues of social identity to better live up to St. Olaf's goal of being an inclusive and affirming campus. Responsibilities include:

a. Community Development – Inclusivity Advocates (IAs) shall develop an inclusive and equitable atmosphere in the residence halls and throughout campus in which students have a concern and respect for the rights and responsibilities of others as well as their physical surroundings. IAs work toward developing a positive personal

relationship with hall residents through individual connections and student engagement initiatives. Unlike RAs, IAs do not have oversight of a floor of residents

b. Student Engagement – IAs shall facilitate the planning, implementation, evaluation, and documentation of Residence Life programming (training, dialogues, workshops, publicity, etc.) in accordance with the Student Engagement Model as well as the annual all-campus Week of Inclusivity.

c. Research – IAs shall engage in academic research around diversity, equity, inclusion, and antiracism topics of their choice. Approximately 1 to 3 hours each week will be dedicated to research. This will result in a project that will draw conclusions about a call to action. Each year, IAs will develop a specific diversity topic of expertise (ie. ability, age, ethnicity, gender, race, religion, sexuality, socio-economic status, etc). Findings shall be disseminated through the Student Engagement Model as independent events or in collaboration with community councils and hall staff.

d. Peer Advising and Education – IAs shall possess an awareness of residents' attitudes, as well as social, behavioral, academic, and health difficulties, such that they can utilize helping skills to advise and assist in the resolution of student concerns within the limits of their training as student staff. Assistance may include referral to various campus resources and triaging of student concerns to appropriate para/professional staff. RAs should be sensitive to existing or potential individual and/or group behavioral problems. Opportunities for peer education exist in many forms, including weekly office hours and consultations with other student staff.

e. Role Modeling – IAs shall model appropriate behavior within the residence hall to students and colleagues, abiding by and upholding College policies on a campus-wide basis. IAs shall demonstrate a commitment to self-improvement, personal growth, and efficient time management through responsible prioritization of academic, employment, and social commitments. IAs shall also model respectful and responsible engagement in dialogues surrounding diversity, equity, inclusion, and antiracism.

f. Conduct Facilitation – IAs shall maintain respectful and responsible standards of behavior within their residence hall conducive to healthy community living by educating residents on the policies outlined in the student code of conduct, as well as the rationale behind these policies. In the event that these standards of behavior are breached, IAs shall confront the responsible parties and thoroughly document these incidents, helping students understand the realistic consequences of their behavior when such confrontations take place.

g. Administrative – IAs shall support their professional supervisor through the completion of administrative tasks as assigned, including but not limited to: weekly residence hall staff meetings, weekly all-campus IA meetings, individual meetings with the IA Committee chair and their assigned professional supervisor on alternating weeks, documentation of on-duty activities, weekly reports, program evaluations, assistance in student staff selection, and adherence to the Residence Life Programming Calendar. Additional administrative responsibilities as assigned by the IA Committee chair.

h. Building Management – IAs shall support their professional supervisor in building management tasks as assigned, including but not limited to: distribution of keys; preparation of the residence hall for Opening and Closing; resident check-in and check-out procedures; break safety inspections; and the identification, documentation, and reporting of maintenance, facilities, and environmental health/safety concerns or emergencies.

i. Professional Development – In order to adequately and knowledgeably serve residents, IAs shall attend the Fall and Spring training sessions in full, with minimal exceptions for absence made at the discretion of the Area Director for Residence Life. Continued development of leadership skills and personal growth is expected through required monthly in-service training, self-evaluation of performance, and evaluation of the Residence Life student staff

program. Further independent research on DEIA topics, academic courses, conferences, workshops, and pursuit of other educational opportunities is encouraged and may be assigned at the discretion of the IA Committee chair.

j. Duty – IAs/RAs cover nightly building duty in a rotation with other student staff. In each residence hall, IA/RAs are “on-duty” from 7pm to 7am the following morning on weeknights (active duty) and 24-hours (active and passive duty) on weekends, during which they are available in an on-call capacity to assist residents with concerns, issues, and emergencies that may arise overnight. The IA/RA-On-Duty also performs nightly rounds to socialize with residents and ensure safe and secure building conditions, which may include appropriate enforcement of College policies when necessary.

k. Commitment to Diversity, Equity, Inclusion, and Antiracism – IAs shall demonstrate a commitment to advance equity, inclusion, and antiracism at St. Olaf through methods including, but not limited to: effective collaboration with other Residence Life student staff, the Taylor Center, and related campus offices and organizations; 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: This position carries a significant investment of time, and should be regarded as a top-priority co-curricular commitment. Time commitments for inclusivity advocates include training 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. IAs are expected to engage in both formal and informal contact with residents to provide opportunities for interpersonal engagement and support. On average, IAs can expect to work 30-40 hours per month. 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 hall and regular weekly “office hours” (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 (90 minutes, weekly)
- Weekly all-campus IA meetings. These meetings take priority over other co-curricular activities. Flexibility is expected from IAs in scheduling these meetings (60-90 minutes, weekly)
- Weekly academic research (1-3 hours, weekly)
- Regular formal engagement with hall residents and the greater campus within the Residence Life Student Engagement Model, including documentation of these efforts. (Events are typically 60-90 minutes in length)
- Individual meetings with professional supervisor and IA Committee Chair on alternating weeks (30 minutes, weekly)
- Monthly in-service training sessions (approximately 60-90 minutes in length, monthly)
- Nightly duty as assigned.

b. Special employment time commitments include:

- Full participation in Fall Training and residence hall opening preparations. Fall Training and opening preparations begin approximately 2 weeks prior to first-year move-in and require full-day commitment each day until move-in day. All student staff members are required to assist with preparing residence halls for opening.
- 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 2 days before classes resume for a new academic term (i.e. the day before January term and Spring term)
- Available to close all residence halls at the end of the Spring term. All IAs must remain on campus until 5pm the Monday after Commencement.

IV. Requirements of this position:

- Enrolled full-time in on-campus classes during the academic term(s) for which the position is held. SHC/JCs may be off-campus for January term, but must work closely with their professional supervisor to plan for their absence. Staff wishing to continue in their position while enrolled part-time must receive written approval from the Assistant Director of Residence Education.
- Minimum cumulative/semester GPA of 2.5
- Good academic standing.
- No open conduct sanctions at time of start date.
- Assignment of academic probation or disciplinary sanctioning at any point during employment may result in immediate dismissal from this position.
- Must live in on-campus housing.

V. Qualifications/Experience & Skills: The Inclusivity Advocate position is a live-in developmental program for student leaders with a special focus on DEIA-oriented education. The IA position is open to any member of the St. Olaf community who meets the minimum requirements. Individuals selected for this position possess strong leadership skills and a commitment to student life on campus.

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
- 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.

Student Engagement Model:

- a. **Subject to change at the discretion of Residence Life Professional Staff**

Session:	Requirement per Building	Requirements as Collective IA Group
August	-Bulletin Board (building 1) -Bulletin Board (building 2)	
1	-All Hall (building 1) -All Hall (building 2) -Weekly Office Hours (2 per week)	-Newsletter -Tabling -Toilet Talk -Social Media -Campus Wide Program
2	-All Hall (building 1) -All Hall (building 2) -Weekly Office Hours (2 per week) -Bulletin Board (each building)	-Newsletter -Tabling -Social Media -Campus Wide Program
January Term	-Weekly Office Hours (2 per week)	Retreat
3	-All Hall (building 1) -All Hall (building 2) -Weekly Office Hours (2 per week) -Bulletin Board (each building)	-Newsletter -Tabling -Social Media -Campus Wide Program
4	-All Hall (building 1) -All Hall (building 2) -Bulletin Board (each building)	-IA WEEK
IA Week		-Each person has a project/day -Chapel talk -Presentations

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; typing, etc.)		X			
Driving		X			
Other					
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		
Other					
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			
Other					

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: