



Residence Life Communications and Special Events Internship

Position Title: Communications & Special Events Intern

Classification: Volunteer

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

Department: Residence Life

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

Time Commitment: Part-time for an average of 20 hours per week. Hours Monday – Friday, 8 am – 5 pm. Limited evening and weekend availability.

***Supervisor:** Christopher Medley, Associate Dean of Students for Residence Life

Contact Email: Medley1@stolaf.edu, housing@stolaf.edu

*All internships at St. Olaf College are overseen by highly qualified staff members who hold a master's degree or higher. The day-to-day management of the internships may be led by individuals who possess a bachelor's degree or higher.

Position Purpose:

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 for the duration of their internship. Interns will be provided a one-bedroom, fully furnished apartment located within the college residence halls.

Roles 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.

Education:

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

Desired 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, 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:

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, and a credit check. Whether a background check is deemed 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.

Disclaimer:

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.