



Residence Life Data Assessment Internship

Position Title: Data Assessment 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 our institution continues to grow and adapt, our department strives to meet the ever-evolving needs of our campus community. The Data Assessment Intern will collect, analyze, and interpret data to identify key insights and create strategic plans that address the developing needs of our campus community and instruct best practices.

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:

- **Data Collection:** Collect quantitative and qualitative data related to Residence Life. This may include occupancy rates, student preferences, accommodation demand, and other relevant metrics.
- **Predictive Analytics:** Utilize data analysis techniques to determine trends and predict future housing needs. Conduct additional research to solidify conclusions. Make recommendations based on findings.
- **Data Communication:** Create clear and effective visualizations and reports to communicate data insights and recommendations to Residence Life staff and the St. Olaf Community.
- 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:

- Python, R, SQL, Excel, Tableau, or other programming languages and software products
- Mathematics and statistics
- Strong written/verbal/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 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.