



St. Olaf College Student Employee Job Description

Job Title: Residential Facility Manager

Department Name: Residence Life

Length of Position: 2025-2026 Academic Year

Supervisor: Associate Dean of Students for Residence Life & Student Conduct/Designee

Pay Rate (Check One) __Standard Hourly Rate **x**Supervisory/Special Skills Hourly Rate (\$13.50 per hour)

II. Description/Purpose of the Position: The Residential Facility Manager (RFM) is a student staff position in the office of Residence Life. This position's primary goal is to support Residence Life and the functional area, Housing Operations. The RFM provides support in the following areas: facilities, residence halls, environmental health and safety, sustainability, summer operations and administrative tasks. The RFM will be reporting to the Associate Dean of Students for Residence Life & Student Conduct /designee. In addition during the summer the position will work collaboratively with the Summer Community Assistants (SCAs).

In-Service Time:

- 3rd Thursdays of each month, 6:30 p.m. -7:30 p.m.

Other Meetings/Trainings/Professional Development:

- There may be other opportunities to support the student staff in their role. Student staff members are expected to participate unless there are obligations communicated to the supervisor during the hiring process or academic schedule conflict.

II. Position Responsibilities:

- a. Supervision/Management
 - i. Supervise colleagues working as RFAs
 - ii. Approve time cards for RFAs
 - iii. Work collaboratively with RFAs to correct behaviors of concern and provide appropriate disciplinary measures as necessary, within the scope of the position
 - iv. Serve as a liaison between professional supervisors and RFAs
 - v. Receive, sort, and distribute supplies and inventory audit
 - vi. Receive phone calls, mail, emails and all other communication and ensure they are properly distributed.
 - vii. Support data entry and assist with creating and maintaining department files, records, and storage systems (physical and electronic).
 - viii. Assist with housing records, damage bills, etc.
 - ix. Schedule meetings as requested.
 - x. Attend all training, in-services, and development meetings requested by the Residence Life Office.
 - xi. Identify and explain key financial working mechanisms of each residence hall and community.
 - xii. Attend/participate in staff meetings, one-on-one meetings with the supervisor, and evaluation process.
 - xiii. Manage office email accounts.
 - xiv. Support opening and closing of the office
 - xv. Other duties assigned.
- b. Maintenance
 - i. Move, lift and transfer items within and between residence halls to meet operational needs
 1. Loft kits, bedding, storage rooms (including furniture)
 - ii. Build/construct items
 1. Bookcases, games, furniture.
 - iii. Audit keys, pool tables, buildings supplies, etc.
 - iv. Manage the work order reporting process ensuring maintenance is reported and completed in a timely manner
 - v. Aid in monitoring the storage and use of all inventory in basements, rooms, and common areas in all residence halls.
 - vi. Control access to residence hall storage
 - vii. Appropriate documentation of items placed in or claimed from storage

- viii. Ensure storage guidelines are followed
- ix. Assist in storage room maintenance as assigned
- c. Fire Health & Safety**
 - i. Conduct building walk-throughs
 - ii. Conduct room inspections and inventories
 - iii. Assist HOC on fire drills and drug sweeps
 - iv. Escort vendors within the residence halls
 - v. Support the evaluation of residential safety initiatives
 - vi. Identification, documentation, and reporting of maintenance/facilities/health and safety concerns or emergencies
- d. Publications and Communication**
 - i. Maintain supply of needed forms for facilities area: sustainability and recycling materials and signage, cleaning checklists, fire safety checklists, check in-out forms, check in packet material, and fire safety brochures
 - ii. Aid in creating and updating files on health and safety
 - iii. Create signs for halls as needed to update on facility related issues
 - iv. Maintain marketing materials for facilities team
 - v. Communicate with students and staff regarding facility and emergency situations in various media forms (email, signage, documents, letters, etc)
 - vi. Prepare opening/closing material packets for staff and signage for students
- e. Residential Support**
 - i. Community Development and Peer Advising
 - 1. RFMs shall support programming initiatives as requested by their professional supervisor
 - 2. RFMs shall develop positive positive relationships with the residents in through formal and informal engagement efforts
 - 3. RFMs shall role model appropriate behavior within the residence hall to students and colleagues, abiding by and upholding College policies on a campus-wide basis.
 - 4. RFMs shall provide assistance to residents in need within the scope of their training, including referral to various campus resources and triaging student concerns to the appropriate professional staff.
 - ii. Conduct Facilitation
 - 1. RFMs shall address breaches of College policy (as outlined in the student code of conduct) through the appropriate confrontation of the responsible parties and documentation of these incidents.
- f. Commitment to Diversity, Equity, Inclusion, and Antiracism**
 - i. RFMs shall demonstrate a commitment to advance equity, inclusion, and antiracism at St. Olaf through methods including, but not limited to: 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.
- g. Administrative Responsibilities**
 - i. RFMs shall support their professional supervisor through administrative tasks as assigned, including but not limited to:
 - 1. Weekly RFA staff meetings
 - 2. Bi-weekly individual meetings with professional supervisor
 - 3. Documentation of on-duty activities
 - 4. Weekly reports
 - 5. Program Evaluations
 - 6. Adherence to any blackout dates provided by professional staff to ensure adequate staffing during high-need periods

III. Duties and Time Commitments

- a. RFMs can expect a weekly average of up to 12 hours.
- b. Special Time Commitments
 - i. Full Participation in Staff Training. This mandatory training will take place over up to six cumulative hours in late April and late August.

- ii. Assist with all other housing transitions including Fall, Interim and Spring move-ins and closing when applicable

IV. Requirements of this position:

- a. Minimum cumulative/semester GPA of 2.5
- b. Good academic standing.
- c. No open sanctions.
- d. Assignment of academic probation or disciplinary sanctioning at any point during employment may result in immediate dismissal from this position.
- e. Successful completion of criminal background check after hire.

V. Qualities essential to this position:

- a. Excellent time management and prioritization skills
- b. Flexibility and ability to adapt to quickly evolving situations
- c. Demonstrated emotional maturity to cope with day-to-day challenges of employment
- d. Sensitivity and concern for others as individuals that goes beyond outlined responsibilities

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	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; <u>typing, etc.</u>)			X		
Driving			X		
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		

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		

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:**