

## 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:** Resident Assistant

**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 15th. Training meals will be provided beginning on the official start date.

**Contact:** Jordan W. Tarango, Assistant Director of Residence Education

### 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 2025-26 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 position ends before the agreed upon date, payment will be retroactively removed at a weekly prorated amount.

**II. Description/Purpose of the Position:** Resident Assistants (RAs) assume a number of roles to facilitate a healthy quality of life in the College's residence halls. Responsibilities include:

**a. Community Development** – RAs shall develop a constructive atmosphere in the residence hall in which students have a concern and respect for the rights and responsibilities of others as well as their physical surroundings. Resident Assistants work toward developing a positive personal relationship with their residents through individual connections and community-oriented student engagement initiatives.

**b. Student Engagement** – RAs shall facilitate the planning, implementation, evaluation, and documentation of Residence Life programming according to the Residence Life Student Engagement Model. Programming initiatives aid in the social development of students and promote the development of community within the residence hall setting.

**c. Peer Advising** – RAs 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.

**d. Role Modeling** – RAs shall model appropriate behavior within the residence hall to students and colleagues, abiding by and upholding College policies on a campus-wide basis. RAs shall demonstrate a commitment to self-improvement, personal growth, and efficient time management through responsible prioritization of academic, employment, and social commitments.

**e. Conduct Facilitation** – RAs 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, RAs shall confront the responsible parties and thoroughly document these incidents, helping students understand the realistic consequences of their behavior when such confrontations take place.

**f. Administrative** – RAs shall support their professional supervisor through the completion of administrative tasks as assigned, including but not limited to: weekly residence hall staff meetings, bi-weekly individual meetings with their professional supervisor, documentation of on-duty activities, weekly reports, program evaluations, assistance in student staff selection, staff committee work, and adherence to the Residence Life Student Engagement Model.

**g. Building Management** – RAs 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 health/safety inspections; and the identification, documentation, and reporting of maintenance, facilities, and environmental health/safety concerns or emergencies.

**h. Professional Development** – In order to adequately and knowledgeably serve their residents, RAs shall attend the Fall and Spring training sessions in full, with minimal exceptions for absence made at the discretion of the Assistant Director of Residence Education. 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. Returning RAs shall provide mentorship and support to new student staff members in their development as leaders.

### **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 Resident Assistants 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. RAs are expected to engage in both formal and informal contact with residents to provide opportunities for interpersonal engagement and support. While it is difficult to provide a weekly time expectation, RAs can expect a weekly average of up to 12 hours. Any outside employment must be approved by the professional supervisor in consultation with the Associate Dean of Students for Residence Life.

#### **a. Regular position time commitments during academic terms include:**

- Daily informal contact with professional supervisor (less than 5 minutes per day)
- Daily presence in assigned corridor and regular weekly “office hours” or floor meetings (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)
- Regular formal engagement with assigned corridor via programming and events within the Residence Life Student Engagement Model, including documentation of these efforts. Programming initiatives like roommate chats may require short daily meetings with different rooms each day (approx. 15 minutes per meeting), whereas floor events may occur on roughly a biweekly basis (typically 60-90 minutes in length).

- Biweekly individual meetings with professional supervisor (30 minutes, biweekly)
- Monthly in-service training sessions (approximately 60-90 minutes in length, monthly)
- Nightly duty as assigned

**b. Special position 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 starting at 4pm 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. January term and Spring term)
- Available to close all residence halls at the end of the Spring term. All RAs 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. RAs may be off-campus for the 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.
- Mental Health First Aid certification.
- Satisfactory completion of a background check prior to position start date. Staff members are responsible for timely response to a background check request and any follow-up communication.
- Assignment of academic probation or disciplinary sanctioning at any point during position may result in immediate dismissal from this position.
- Must live in on-campus housing.

**V. Qualifications/Experience & Skills:** The Resident Assistant position is a live-in developmental program for student leaders. The RA 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 residential living.

**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 position
- 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.

## 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		
<b>Environmental Exposures</b>	<b>N/A</b>	<b>Rarely</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Continually</b>
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 ☒ No **Operate Equipment/Machinery:** ☐ Yes ☒ No

**Required Dress Attire:** ☐ Business Casual ☐ Business Formal ☐ Uniform ☒ Other: Relaxed / Informal Attire **Comments:**