

## **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:** Student Hall Coordinator

**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 18th 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:**

- Room
  - Single-occupancy room
  - Total housing cost for 2025-26 academic year is waived (including single room rate)
- Parking
  - A parking permit is provided to the SHC at no cost.
  - Upon receiving a parking permit, the SHC is provided a reserved parking space for their permitted vehicle at no cost.
- Meal Plan
  - Any option within the full meal plan available at the partial meal plan rate

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:** Student Hall Coordinators (SHCs) assume a number of roles to facilitate a healthy quality of life in the College's residence halls. The SHC position provides an advanced experience in Residence Life at St. Olaf for established student leaders looking to positively impact the on-campus living experience. *SHCs assume all expectations listed in the Resident Assistant position description.* The SHC's additional responsibilities include:

**a1. First-Year Mentorship** – SHCs in first-year halls shall contribute to building-wide and campus-wide initiatives focused on first-year mentorship and assistance through transitional experiences. Responsibilities may include all-campus SHC meetings, quarterly programming relating to pertinent first-year milestones, and provision of opportunities to build longitudinal individual connections through mentorship. Opportunities to collaborate with the SOAR program and Orientation and Transition Experiences office exist with this role.

**a2. Office Collateral Responsibilities** – SHCs shall be assigned to collaborate with a Residence Life professional staff member in their collateral office responsibilities, including but not limited to: recruitment, selection, and

staffing; residential development and student engagement; residential leadership and staff recognition; assessment; and case management.

**b. Advising** – SHCs serve as the advisor to their hall’s Hall Council and support in the planning, implementation, evaluation, and documentation of all-hall programming. SHCs shall contribute to the professional development of their Hall Council’s executive team through regular individual meetings to address areas for growth and participation in executive officer trainings, when requested. SHCs assist with Spring interviews of student staff for the upcoming academic year.

**c. Administrative** – SHCs shall provide administrative support to their assigned professional supervisor, including but not limited to: scanning and uploading of receipts; managing staff budget spreadsheets; and the printing and distribution of physical documents to residents.

**d. Building Management** – SHCs shall assist their professional supervisor in various aspects of building management, including but not limited to: leading their student staff team in opening and closing building preparation tasks; facilitating resident check-ins and check-outs at any point in the academic year; coordinating break inspections at specified academic breaks; and conducting townhouse break inspections.

**e. Staff Development and Leadership** – SHCs facilitate ongoing staff development activities in consultation with their professional supervisor and provide peer mentorship to new and returning student staff. The SHC is a liaison between the hall staff and their professional supervisor, and may be asked to lead staff meetings in the event their professional supervisor is away from campus.

**f. Training** – SHCs may be asked to assist with formal and informal Residence Life training opportunities, including Fall, January, and Spring Trainings as well as Residence Life in-services. This may involve creating and presenting sessions or workshops to student staff. An SHC is a role model and a valuable resource during the training of staff members.

**g. SHC On-Call** – SHCs cover nightly all-campus duty in an on-call rotation with other SHCs. SHCs are “on-call” from 5pm to 7am the following morning on weeknights, and 24 hours on weekends, during which they are available in an on-call capacity in coordination with the AC-on-Call. SHC-on-call responsibilities may include: emergency coverage of building duty, responding to or triaging issues, concerns, and emergencies that arise in the residence halls, and appropriate enforcement of College policies when necessary. At most, an SHC may be on duty 4 weeknights per month and 1 full weekend (or equivalent) per month.

**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 SHCs include an extended training period 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. SHCs 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, SHCs can expect a weekly average of up to 20 hours of work. 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 (1-2 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)
- Weekly Hall Council meetings (60-90 minutes, weekly)
- Monthly Hall Council events (typically 60-90 minutes in length)
- Weekly individual meetings with professional supervisor (60 minutes, weekly)
- Monthly in-service training sessions (approximately 60-90 minutes in length, monthly)
- On-Call: SHCs cover nightly all-campus duty in an on-call rotation with other SHCs, (5pm-7am 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 beginning at 4pm on the final day of class before a break).
- Available to assist with opening of residence halls by 10am on new/transfer student arrival dates (typically 2 days prior to the start of class).
- Available to close all residence halls at the end of the Spring term. All SHCs 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. SHCs 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 2.8.
- 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 Student Hall Coordinator position is a developmental program for established student leaders in Residence Life. The SHC position is open to candidates with a minimum of 1 year of experience in a live-in student staff position. Individuals selected for this position have demonstrated strong leadership, communication, and organizational skills, paired with consistently strong performance in previous Residence Life employment.

**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
- Ability to effectively collaborate with professional supervisors and lead student staff colleagues
- Ability to understand limits of training and responsibilities to appropriately triage student concerns
- 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>	<input type="checkbox"/>
Standing stationary	<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>
Walking/traversing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>	<input type="checkbox"/>
Crouching (bending at knees)	<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling/crawling	<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping (bending at waist)	<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting/pivoting	<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing/balancing	<input type="checkbox"/>	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching overhead	<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping/handling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>	<input type="checkbox"/>
Pushing/pulling	<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/carrying (< 20 lbs.)	<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/carrying (<50 lbs.)	<input type="checkbox"/>	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Repetitive motions (constant for 15+ mins; typing, etc.)	<input type="checkbox"/>	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving	<input type="checkbox"/>	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>				
Sensory Activity	Not Applicable	Rarely	Occasionally	Frequently	Continually
Talking in person/on phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>	<input type="checkbox"/>
Hearing in person/on phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>	<input type="checkbox"/>
Vision for close work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>	<input type="checkbox"/>
Vision for distance or depth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>	<input type="checkbox"/>
Distinguishing color	<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>
Feeling by touch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>	<input type="checkbox"/>
Loud noise (need raised voice to be heard)	<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>				
Environmental Exposures	Not Applicable	Rarely	Occasionally	Frequently	Continually
Respiratory (dust/gas/fumes/steam/odors/ poor ventilation)	<input type="checkbox"/>	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals (includes solvents and oils)	<input type="checkbox"/>	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibrations (exposure to oscillating movements of extremities or whole body)	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wet or humid conditions (indoor)	<input type="checkbox"/>	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (below 32 degrees)	<input type="checkbox"/>	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (above 100 degrees)	<input type="checkbox"/>	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proximity hazards (moving mechanical parts, moving vehicles, electrical current, etc.)	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heights or cramped quarters	<input type="checkbox"/>	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protective equipment required (mask, gloves, eyewear, ear plugs, steel toe shoes, respirator)	<input type="checkbox"/>	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>				

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: