

## **St. Olaf College Student Employee Job Description**

**Job Title:** Residence Life Community Building Coordinator III

**Department Name:** Office of Residence Life

**Length of Position:** Mid-April, Summer 1, Summer 2, Intersession, and up until the day before the first day of class.

**Mandatory Training:** The specific dates will be provided upon receiving the job offer.

- Mental Health First Aid Training (held late April on a weekend)
- Summer Training (Held in May before the Summer Session begins)

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

**Pay Rate (Check One)** \_\_Standard Hourly Rate **x**Supervisory/Special Skills Hourly Rate

**Description/Purpose of the Position:** The Community Building Coordinator (CBC) is integral to the Housing Operations arm of the Office of Residence Life, conducting day-to-day supervisory and management activities relating to the Community Building Manager (CBM) team, who oversee residence hall front desk and storage operations, including work orders, sustainability, and key management. When working at the front desk or in storage, the CBC shall adhere to the same responsibilities and procedures outlined in the CBA/CBM manual.

### **Summer Hours/week:**

- If an academic class is taken
  - Minimum 12 - Maximum 20
- If no academic class is taken
  - Minimum 12 - Maximum 40
- If the summer positions require student leaders to perform their role in the spring or fall semester, the hours above are negotiated.

### **I. Compensation/Benefits:**

- a. Housing
  - Double-occupancy room with a roommate of the staff member's choosing.
    - If a roommate is not chosen, this bed will be added to the vacancy list.
    - Total housing cost for the Summer 1, Summer 2, and Intersession is waived.
- b. Wage
  - Any administrative hours worked outside of the on-call rotation will be paid at an hourly rate

Disclaimer: Work award is not capped during the summer term. If employment ends before the agreed-upon date, payment for housing will be retroactively removed at a weekly prorated amount.

### **II. Position Responsibilities:**

#### **a. Supervision of Community Building Managers**

- i. Facilitation of CBA Fall Training and provision of monthly ongoing training as requested the AD for Housing Operations to facilitate team-building, address group performance concerns.
- ii. Organizing quarterly 1:1 meetings with CBMs for mentorship, coaching, and evaluation.
- iii. Distributing scheduling materials of front desk and storage shifts for the regular academic year, residence hall opening, and break periods as requested.
- iv. Conducting unannounced visits of active front desks.
- v. Serving as a line of communication between CBMs and the AD for Housing Operations.
- vi. Addressing and documenting concerns related to individual CBM performance and providing coaching to correct behaviors of concern in consultation with the AD for Housing Operations.
- vii. Verifying and approving CBM time cards.

viii. Timely maintenance of CBM rosters and staff aliases.

**b. Management of Storage Areas**

- o Maintaining storage logs for assigned buildings.
- o Checking the condition of storage rooms on a quarterly basis to ensure safety, security, cleanliness, and organization of these spaces during walk-through with CBM of assigned space.
- o Flagging improperly documented, out-of-date, or unauthorized belongings in storage for removal through the abandoned property process.
- o Conducting communication to owners of improperly documented, out-of-date, or unauthorized belongings in storage.
- o Maintaining orderly storage of loft kits and safety rails, ensuring damaged equipment is removed for repair or disposal.
- o Restocking equipment and paper forms for storage as necessary.

**c. Management of Front Desks and Common Areas**

- o Coordinating with CBMs of assigned buildings to ensure desks are stocked with all necessary equipment and paper forms.
- o Distribution and management of front desk keys.

**d. Additional Responsibilities**

- o Attend bi-weekly 60-90 minute CBM staff meetings led by the AD for Housing Operations. These meetings are held on Mondays at 4 pm. You must make this time available in your schedule.
- o Bi-Weekly 30-60 minute individual meetings with the AD for Housing Operations.
- o Bi-Weekly 30-minute 1:1 meetings with CBM staff.
- o Monthly 60-minute CBA In-Services are held on the third Thursday of each month at 6:30 pm.
- o Assist the Area Coordinators in end-of-term building operations activities, including but not limited to: check-out inspections, collection and distribution of resident keys, and other duties as assigned.
- o Respond and assist with emergency situations within the scope of CBM training, including but not limited to: fire alarms in residence halls, facilities emergencies, incidents of potential policy violations, medical concerns, recognition and reporting of a well-being concern.

**Qualifications: (Education/Experience/Skills)**

- Ability to work independently and create individualized schedules that allow for assigned tasks to be completed in a timely and efficient manner. This requires strong time management and prioritization to allow ample time for academic, employment, and social commitments.
- Excellent interpersonal communication skills to allow for effective and timely correspondence regarding job-related inquiries and requests from the AD for Housing Operations. Must apply this same timeliness to student questions regarding front desk services.
- Proficiency in Google Suite, especially Sheets and Forms, or strong motivation to grow in these areas.
- Related work/office experience may include public contact, phone skills, and organizational skills.
- Flexible with co-curricular time commitments in order to prioritize CBC work and meetings.
- Can be trusted to handle confidential material.
- Demonstrated commitment to equity, inclusion, and antiracism.

**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	Not Applicable	Rarely	Occasionally	Frequently	Continually
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Standing stationary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking/traversing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Crouching (bending at knees)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling/crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping (bending at waist)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting/pivoting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing/balancing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping/handling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing/pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/carrying (< 20 lbs.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/carrying (<50 lbs.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive motions (constant for 15+ mins; typing, etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hearing in person/on phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vision for close work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vision for distance or depth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Distinguishing color	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feeling by touch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Loud noise (need raised voice to be heard)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Exposures	Not Applicable	Rarely	Occasionally	Frequently	Continually
Respiratory (dust/gas/fumes/steam/odors/poor ventilation)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals (includes solvents and oils)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibrations (exposure to oscillating movements of extremities or whole body)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wet or humid conditions (indoor)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (below 32 degrees)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (above 100 degrees)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proximity hazards (moving mechanical parts, moving vehicles, electrical current, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heights or cramped quarters	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protective equipment required (mask, gloves, eyewear, ear plugs, steel toe shoes, respirator)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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:**