

St. Olaf College Student Employee Job Description

Job Title: Graphic Designer Assistant

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 of the Position: (Purpose of the Position): This position provides graphic design support for the Residence Life Team. Secondary support will be provided for social media engagement and strategy, website management, and visual asset content. The position acts as a representative for Residence Life. The individual will do the following: create, support, and integrate themselves into the office's branding through physical, visual, and social media content. The position requires an individual to demonstrate extroverted characteristics and have the ability to engage in verbal and electronic dialogue to demonstrate the value of on-campus living.

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. Duties Meetings and Time Commitments:

- A. Average hours per week:
 - a. Graphic Designers can expect a weekly average of up to 12 hours.
- B. Duty Rotation
 - a. Graphic Designers shall serve between 7pm-7am on weeknights, and 24 hours per day on weekends. The duty phone must be held at all times during these periods to respond to resident issues and concerns.
 - b. The Graphic Designer when on-call shall:
 - i. Be accessible to provide secondary support to the campus (no more than 15 minutes away from campus)
 - ii. Serve-in the on-campus rotation as primary support when requested.
 - c. Point of contact between student staff and the facilities operations teams after regular business hours
 - d. Support front desk operations when requested

- C. Special Time Commitments
 - a. Full Participation in Staff Training. This mandatory training will take place over up to six cumulative hours in late May/early June.
 - b. Available to assist with summer housing transitions at beginning and end of summer term when applicable
 - c. Assist with all other housing transitions including Fall, Interim and Spring move-ins and closing when applicable.
- D. Regular Common Meeting Time Requirement:
 - a. Every Monday, 4:00 p.m. - 5:00 p.m.
 - i. Meeting may be canceled when necessary
 - b. Other meetings may be scheduled where necessary
- E. Other Meetings/Trainings/Professional Development:
 - a. 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.

Transferable Skills:

- A. Excellent interpersonal, organizational, and communication skills
- B. Ability to work both independently with little supervision and as part of a team
- C. High levels of motivation, interest in graphic design, and willingness to learn
- D. Ability to pay close attention to details
- E. Excellent time management skills

Duties and Responsibilities:

- A. **Create, assist, and coordinate** content Residence Life official flyers and informational pamphlets.
- B. **Review and edit** all graphic designs related to material produced within the Residence Life.
- C. **Assist** in coordinating various marketing methods including, direct mail, print ads, networking, internet, social media, and developing new methods of marketing.
- D. **Develop** social media tactics in relation with the Marketing and Communications Office.
- E. **Create** and utilize an electronic file database for storage of all content.
- F. **Attend** all trainings, in-services, and development meetings requested by the Residence Life Office.
- G. **Create** innovative graphic marketing materials.

Qualifications: (Education/Experience/Skills)

- Must be enrolled in a degree program at St. Olaf College during the academic year and maintain good standing in academics and conduct. Students on the graduation list before the Summer Sessions are not eligible to apply for this position.
- Must maintain a cumulative/semester GPA of 2.5 (if a student staff member's GPA (semester/cumulative) falls below 2.5, their retention will be based on individual consultation.
- Students should have no pending cases, active sanctions, and/or resolved cases that would prevent effective performance as student staff members.
- Ability to act with discretion and exercise proper professional etiquette as it pertains to confidential information.
- Experience in Microsoft Office and Google Suite is required

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouching (bending at knees)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling/crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping (bending at waist)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting/pivoting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing/balancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/carrying (< 20 lbs.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/carrying (<50 lbs.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive motions (constant for 15+ mins; typing, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Driving	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing in person/on phone	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Distinguishing color	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Feeling by touch	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loud noise (need raised voice to be heard)	<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"/>
Environmental Exposures	Not Applicable	Rarely	Occasionally	Frequently	Continually
Respiratory (dust/gas/fumes/steam/odors/poor ventilation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals (includes solvents and oils)	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (below 32 degrees)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (above 100 degrees)	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protective equipment required (mask, gloves, eyewear, ear plugs, steel toe shoes, respirator)	<input checked="" type="checkbox"/>	<input 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: