



Residence Life Community Standards & Student Responsibility Internship

Position Title: Community Standards & Student Responsibility Intern

Classification: Volunteer

Employer Name and Address: St. Olaf College, 1520 St. Olaf Ave, Northfield, MN 55057

Department: Residence Life

Position Duration: Fall, Spring, and/or Summer Terms. Priority given to those able to commit to a full year.

Time Commitment: Part-time for an average of 20 hours per week. Hours Monday - Friday, 8 am - 5 pm. Limited evening and weekend availability.

***Supervisor:** Christopher Medley, Associate Dean of Students for Residence Life

Contact Email: Medley1@stolaf.edu, housing@stolaf.edu

*All internships at St. Olaf College are overseen by highly qualified staff members who hold a master's degree or higher. The day-to-day management of the internships may be led by individuals who possess a bachelor's degree or higher.

Position Purpose:

St. Olaf College Residence Life is entrusted with cultivating a vibrant campus community that enhances our students' robust academic and extracurricular lives. As Community Standards & Student Responsibility, you will play a vital role in shaping well-being, safety, and inclusivity on campus. You will aid in case management, conflict resolution, and provide invaluable one-on-one support to students. You will uphold campus policies, model responsible behavior, and have the unique opportunity to participate in conduct hearings. Additionally, you will develop engaging programming that encourages positive conduct within our student body.

While this is an unpaid position, successful applicants will be provided with housing benefits for the duration of their internship.

Roles and Responsibilities:

- **Case Management:** Provide one-on-one support and follow-up with students who are identified as having difficulties. These difficulties may include a wide range of topics, such as adjusting to college life, community stressors, external or global stressors, personal hardships, etc. Identify when to refer students to additional resources.
- **Resource Management:** Collect and distribute information about both on and off-campus resources that are accessible, low-cost, and safe to students.
- **Conflict Deescalation:** Facilitate conversations between students in conflict with the goal of finding a solution that meets the needs of all parties involved.
- **Conduct Hearing Involvement:** Serve as a hearing office, adjudicate cases, and hear appeals, upholding the principles of academic and personal integrity.
- **Educational Programming:** Develop and implement programs and initiatives to educate students about campus policies, community standards, and safe conduct.
- **Student Record Management:** Ensure accurate and confidential documentation of conduct cases using the student record system, maintaining compliance with data privacy and security protocols.
- **Positive Role Modeling:** Serve as a positive role model for students, exemplifying the values and conduct expected within the St. Olaf community.
- Additional duties as assigned.

Education:

- Bachelor's Degree in a relevant area of study required.
- Enrollment in an accredited graduate program is preferred

Desired Skills:

- Skill in or ability to learn case management or healthcare documentation systems, such as Maxient and THDSS
- Mental health first aid training or the ability to obtain within 30 days of employment. St. Olaf will cover associated expenses.
- Strong written, verbal, and visual communication and documentation
- Attention to detail

- Analyze, organize, and prioritize work to meet deadlines
- Commitment to support and embrace diverse backgrounds, values, and points of view to build a strong and inclusive community, including faculty, staff, students, and constituents
- Ability to act with discretion and exercise proper professional etiquette as it pertains to confidential information. Comply with FERPA and HIPAA regulations and guidelines.

Prerequisites:

This position is conditioned upon successful completion of a background check, which may include: criminal background checks, reference checks, verification of work history, verification of any required academic credentials, licenses, and/or certifications, a motor vehicle check, verification of DOT certification, and a credit check. Whether a background check is deemed completed will be at the sole discretion of St. Olaf College. Please note, St. Olaf College reserves the right to conduct periodic background checks at its sole discretion.

Disclaimer:

This position description is for general information purposes. It is not intended to list all duties and responsibilities of the position. This position description is subject to change at any time by St. Olaf College, with or without prior notice.