

St. Olaf College Student Employee Job Description

Job Title: Facebook Reporter

Classification: Student Employee (non-exempt)

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

If the position requires the student to work off campus, provide the name and address here:
N/A

Department Name: Biology

Unit Number (5 digits): 11120

Length of Position: See Employment Authorization

Contact Person/Supervisor: Department AAA

Pay Rate (Check One) x Standard Hourly Rate Supervisory/Special Skills Hourly Rate

Description of the Position: (Purpose of the Position):

The Facebook Reporter works under the supervision of the Department AAA to cover news and happenings within the department via our social media page on Facebook. These posts should be short (highlights) and contain photos. While they represent the department - and therefore should be accurate and promote our mission - they should be upbeat and engaging.

Transferable Skills:

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|-------------------------|-------------------------|-------------|
| • Communication | • Human Relations | • Creating |
| • Essential Work Skills | • Organization/Planning | • Technical |

Duties and Responsibilities:

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|--|---|
| • Cover department events | • Coordinate with other groups to share posts |
| • Attend and review seminars | • Interview Faculty for Faculty Feature |
| • Generate Google Form for Senior Highlights | • Share news/events as requested by AAA |
| • Attend monthly planning meets | • Understand/maintain confidentiality |

Qualifications: (Education/Experience/Skills)

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|--|---|
| • Skilled in Google Docs/Sheets/Drive/Forms | • Dependable and punctual |
| • Ability to maintain confidentiality | • Able to work with minimal supervision |
| • Strong verbal and written communication skills | |

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

Travel: 0% of time
Operate Hand Tools: ☒ Yes ☐ No
Operate Equipment/Machinery: ☒ Yes ☐ No
Required Dress Attire: ☐ Business Casual
☐ Business Formal
☐ Uniform
☒ Other: Classroom/Everyday wear
Comments: