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

**Job Title:**

**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:**

**Department Name:**

**Unit Number (5 digits):**

**Length of Position:** See Employment Authorization

**Contact Person/Supervisor:**

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

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

**Transferable Skills:**

**Duties and Responsibilities:**

**Qualifications: (Education/Experience/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** | **NotApplicable** | **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** | **NotApplicable** | **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**:      % of time **Operate Hand Tools**: [ ]  Yes [ ]  No **Operate Equipment/Machinery**: [ ]  Yes [ ]  No

**Required Dress Attire**: [ ]  Business Casual [ ] Business Formal [ ]  Uniform [ ]  Other:

**Comments**: