

St. Olaf College Student Employee Job Description

Job Title: Student Administrative Assistant

Description of the Position: The Student Administrative Assistant (SAA) works closely with the Assistant Director of the Library in the facilitation of Library events and regular activities. In particular, the SAA helps in the conceptualization and implementation of Library events held for the scholarly and student community. This position creates posters and marketing materials, creates print center orders, and occasionally publishes on social media. The student administrative assistant also works with our international community of scholars in finding resources for their research. At the beginning of each term, the SAA may help to scan books and papers for usage in the Curator's classes. In general, it is the SAA's job to assist the Assistant Director in managing the Library as it relates to the broader community.

Transferable Skills:

- Marketing
- Interpersonal relation building
- Problem solving
- Overall knowledge of library and office skills

Duties and Responsibilities:

- Create ideas for Library events
- Assist in the planning and implementation of planned events
- Create marketing materials (flyers, instagram posts, etc)
- Assist in grant writing
- Print Center orders
- Work with scholars and students who need assistance finding books and resources within the Library
- Book scans
- Assist the Assistant Director and other library staff with necessary tasks

Qualifications: (Education/Experience/Skills) Prior experience with Canva, or a willingness to learn. Interpersonal skills are crucial to the job, so it is important that the applicant be willing to work with the wide range of people who come into and contact the Library. Much of the work requires independent initiative and problem solving as well as being a team player.

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.