

## Harrison College House Student Garden Manager Position Description

The Student Garden Manager team is committed to supporting the development, oversight, and upkeep of the Student Garden and Monarch Waystation located behind Harrison College House. As the Student Garden Manager, you will have oversight of 6 of the 9 beds located in the garden that are meant for planting vegetables, herbs and fruit while collaborating with our campus partners in maintaining the Monarch Waystation.

### Terms of Appointment:

- 5-8 hours per week, including some evening and weekend hours
- Attend regular staff meetings on Monday evenings.
- Appointment Begins: August 23<sup>rd</sup>, 2024.
- Appointment Ends: April 30<sup>th</sup>, 2024.
- Opportunity to serve as a general House Assistant for additional hours may present itself

### Eligibility:

- Must have a minimum 2.50 GPA at the time of application, at the time of the job offer, and at the end of the academic year prior to employment. Staff are expected to maintain the 2.50 GPA minimum each semester through employment.
- By employment start date, the College House Assistant must be a full-time student at the University of Pennsylvania and resident of Harrison College House for the 2024-2025 academic year in good standing with the University and within the College House system.

### General Expectations:

The Student Garden Managers are integral to executing vision of and programs for the Student Garden and Monarch Waystation behind Harrison College House. Duties are listed below.

### *Gardening Duties*

- Develop a master plan and timeline for six of the nine gardening beds behind Harrison for planting various vegetables, herbs and fruit.
- Communicate to Harrison House Director and Coordinator what supplies are needed to successfully plant and harvest crops in the six gardening beds.
- Create and maintain an accurate inventory of gardening tools and supplies in the garden's shed.
- Weed the beds frequently and add compost as needed to maintain gardening beds that would promote healthy growth of crops.
- Plant, water, and care for crops in the gardening beds.
- Recruit volunteers to assist with the garden up keep.
- Manage compost area and promote the composting practices throughout the Harrison community.



- Host events in the garden or in Harrison to educate the community about Urban Gardening, Climate Week, Earth Day or other environmental and sustainable efforts.
- Collaborate with the House Marketing Team to update Harrison social media.
- Document Harrison Programs so we have photos for social media and our own records.

#### *Monarch Waystation Duties*

- Represent Harrison College House when working with our collaborative partners, including, but not limited to: FRES, Penn Vet, Environmental Innovations Initiatives, and Netter Center.
- Check-in and monitor the status of the plants in the Monarch Waystation
- Communicate to House Director and Monarch Waystation partners about any changes in plant progress or Monarch population change.

#### Compensation:

- First Year Garden Manager: \$12.50/hour
- Second Year Garden Manager: \$13.50/hour

#### Position Benefits:

There are a number of professional and personal benefits to serving as a College House Assistant in the Harrison College House. College House Assistants will:

- Have the opportunity to have a lasting effect on the experience of Upperclass students.
- Enhance their leadership skills and ability to work in a team-focused environment.
- Build their resume.
- Connect and build meaningful mentoring relationships with faculty and staff on campus.
- Gain lasting friendships with other student staff members.
- Engage in critical thinking and communication skills.

#### Termination:

This appointment may be terminated prior to its normal expiration date if the College House Assistant fails to perform the above specified duties or for conduct variance with that expected of a College House Assistant, or if status as an undergraduate student in good standing (full time with a GPA of 2.5 or above and limited behavioral issues) lapses.

