

Harrison College House House Assistant Position Description

The Harrison House Assistant team is committed to supporting the administrative functions of the House and maintaining Harrison's legacy as a place the residents can call their home away from home. College House Assistants help staff the office, Les Mezz (Harrison's Resource Room) and provide support for Harrison marketing and social media along with programming in the house.

Terms of Appointment:

- 8-12 hours per week, including evening and some weekend hours
- Attend regular staff meetings on Monday evenings.
- College House Assistants must be available to staff Harrison Welcome Week and Winter Welcome programs.
- Appointment Begins: August 23rd 2024.
- Appointment Ends: April 30th 2024.

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 2023-2024 academic year in good standing with the University and within the College House system.

General Expectations:

College House Assistants are integral to executing the programs, resource room, and vision of Harrison College House. Based on house assistant availability and the house's needs, House Assistants will be cross trained and scheduled to provide assistance to the House's Front Office and Les Mezz, marketing and social media. College House Assistants duties include (but are not limited to):

Event/Administrative Duties

- Plan and staff programming efforts for Harrison College House. These include, but are not limited to: ongoing signature programs (Happy Hour, Reflect Roundtables, and Sunday Brunch), annual events, academic programming (Food for Thought, Reading Community, and faculty programming), and other student-initiated programs.
- Provide support for Harrison Rooftop Lounge bookings, including set-up for the CIMS 1800 Film in Residence Class
- Execute Harrison Welcome Week and Winter Welcome programming
- Maintain display areas throughout Harrison (elevator lobby, Rooftop, etc.).
- Assist with projects as directed by the House Director and House Coordinator.



- Provide support for academic initiatives as needed.

Resource Room Duties

- Serve students and staff using the Harrison Resource Room in a friendly and helpful manner.
- Handle all inquiries from staff, students, and other Harrison stakeholders and refer as appropriate
- Follow up with any questions or concerns in a timely and thorough fashion.
- Assist with administrative duties as appropriate.
- Manage sign-up sheets and co-pays for Harrison events.
- Check out, check in, and follow up on overdue Harrison equipment.
- Organize and maintain a clean environment in the Harrison Resource Room.
- Coordinate program initiatives within the Harrison Resource Room.
- Assist in the administration of Harrison Interest Groups.
- Organize and maintain the Resident Assistant Resource Room in the house office.
- Assist with projects as directed by the House Director and House Coordinator.

Marketing and Social Media Duties

- Use InDesign, Adobe Illustrator, or Canva to design the flyers and promotional material for programs
- Provide support for Harrison Event Staff and House Office in promoting house programs
- Manage Harrison social media accounts
- Maintain bulletin boards on mezzanine level of Harrison College House
- Design Harrison graphics and imagery for swag and large-format printing
- Assist with projects as directed by the House Director and House Coordinator
- Provide support for faculty programming

Compensation:

- First Year House Assistant: \$12.50/hour
- Second Year House Assistant: \$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.

