

## Harrison College House House Manager Position Description

The Harrison House Manager(s) are committed to supporting the House Assistants in administrative functions of the House and maintaining Harrison's legacy as a place the residents can call their home away from home. House Assistants staff provide support for programming in the house.

### Terms of Appointment:

- 8-15 hours per week, including evening and some weekend hours
- Attend regular staff meetings
- House Manager will be required to move in on Tuesday, August 23, 2022 and attend a House Assistant Training Retreat.
- House Manager must be available to staff Harrison Welcome Week and Winter Welcome programs.

### Eligibility:

- Must have a minimum 2.50 GPA at the time of application, at the time of 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 throughout employment
- By employment start date, the House Manager must be a full-time student at the University of Pennsylvania and resident of Harrison College House for the 2022-2023 academic year in good standing with the University and within the College House system
- In most cases, the manager must serve at least one full academic year in one of the House Assistant roles before being eligible to apply for a House Manager position.

### General Expectations:

The Harrison House Managers are integral to executing the programs and vision of Harrison College House. House Managers duties include (but are not limited to):

- Serve as an informal supervisor and mentor to House Event Assistants (HEA) and Academic Peer Mentors (APM).
- Create HEA & APM weekly schedule to ensure that events in are staffed.
  - Ensure HEA are fulfilling the requirements of their position by hosting events and providing support to house events.
  - Ensure APM are fulfilling the requirements of their position by implementing Food for Thought, Reading Community, and faculty programming.
  - Ensure any non-RA Programs in RTL have event assistant support.
- Plan and staff programming efforts for Harrison College House.
- Help manage Harrison College House Events Calendar through the house website.



- Complete Purchasing Card Training and help place purchases for house wide events as instructed by the House Director or House Coordinator.
- Execute Harrison Welcome Week and Winter Welcome programming
- Provide support for academic initiatives as needed
- Provide Training and Development to HEA and APM
- Collaborate with the House Marketing Team to update Harrison social media
- Manage the overall record keeping and documentation of all Harrison Programs so we a record of our events and have photos for social media.
- Assist with projects as directed by the House Director and House Coordinator

#### Compensation:

- First Year House Assistant: \$12.00/hour
- Second Year House Assistant: \$13.00/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:

The appointment may be terminated prior to its normal expiration date if the House Event Assistant fails to perform the above specified duties or for conduct at variance with that expected of a House Event 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.

