

Harrison College House

Marketing & Social Media Assistant Position Description

The Harrison House Marketing & Social Media team is committed to supporting the administrative and creative functions of the House and maintaining Harrison's legacy as a place the residents can call their home away from home. House Marketing & Social Media Assistants manage the image and promotion of house programming.

Terms of Appointment:

- 6-10 hours per week, including evening and some weekend hours
- Attend regular staff meetings
- College House Assistants must be available to staff Harrison Welcome Week and Winter Welcome programs.
- Appointment Begins: Friday, August 25, 2023
- Appointment Ends: Tuesday, May 14, 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:

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

- 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 Peer Mentor: \$12.50/hour
- Second Year Peer Mentor: \$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:

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.

