



Social Media Correspondent

Description: This position requires a minimum of 5 hours per week dedicated to posting on Harnwell College House's social media accounts (i.e. Instagram, Facebook, and Twitter.) The student must have proficiency with social media outlets and basic marketing skills. Goals will be set at the beginning of each academic year that include -but are not limited to- growing followers, expanding viewers of stories, utilizing social media marketing tactics, and increasing the House's social media footprint within the University community and beyond. The hashtag #livewellharnwell should be utilized when possible.

The student will be expected to post:

- 1 Instagram story **daily**.
- 1 Facebook story **daily**.
- 1 Tweet per **week**.
- 1 Facebook photo, event, or update **bi-weekly**.
- 1 Instagram post per **month**.
- 1 Social Media based event (in combination with other House Managers and/or RAGAs) per **month**.

Qualifications: Excellent organizational, time management, and project management skills are required for this position. Student must be comfortable collaborating with House Managers, RAs, GAs, upper-level administrators, and Harnwell residents. All Harnwell staff members are expected to be respectful toward co-workers, residents, and upper-level administrators. Harnwell employees should be responsive to emails, texts, GroupMe messages, and phone calls when necessary. Communication skills are extremely important for this role. Student must be competent with social media technology and basic marketing strategies. We emphasize a strong sense of community, team-work, and acceptance throughout the Harnwell College House staff. Student should monitor the attendance, atmosphere, and successes of each social media event (launches, pop-ups, etc.) This information will be recorded program evaluations on the Harnwell House Website completed by the Social Media Correspondent.





Weekend Events Manager

Description: Under limited supervision, student will be required to plan weekend events in the Harnwell College House. Budget management, organization, and creativity are required for this role. Initiating conversations, ideas, and plans for on-campus and off-campus activities will be expected. This role requires long-term and short-term planning. At the start of the Fall and Spring semesters, the student will meet with Senior House Manager and/or upper-administrative staff to coordinate budget, activities, deadlines, and events intended for that particular academic year.

The student will be expected to:

- Host **bi-weekly** weekend activities
- Collaborate with RAGAs for 1 event per **month**
- Create a project budget online for each semester of events
- Work a minimum of 5 hours per week.

Qualifications: Excellent organizational, time management, long-term planning, and project management skills are required for this position. Student must be comfortable collaborating with House Managers, RAs, GAs, upper-level administrators, and Harnwell residents. All Harnwell staff members are expected to be respectful toward co-workers, residents, and upper-level administrators. Harnwell employees should be responsive to emails, texts, GroupMe messages, and phone calls when necessary. Communication skills are extremely important for this role. Student must be comfortable with promoting events via social media, newsletter, and posters. We emphasize a strong sense of community, team-work, and acceptance throughout the Harnwell College House staff. Student should monitor the attendance, atmosphere, and successes of each event. This information will be recorded in weekly program evaluations on the Harnwell House Website completed by the Weekend Events Manager.





House Traditions Manager

Description: Under limited supervision, student will be required to plan and coordinate annual Harnwell events: Sapphire Ball and Casino Night. Initiating conversations, ideas, and plans for large-scale events will be required. Researching caterers, vendors, and decor will be necessary for this role. Organizing Harnwell's annual events requires long-term planning skills. At the start of the Fall and Spring semesters, the student will meet with Senior House Manager and/or upper-administrative staff to coordinate budget, deadlines, and projected outcomes. Student will be responsible for attending weekly House Manager meeting.

The student will be expected to:

- Assist with **weekly** Probasco dinners
- Contribute to **bi-weekly** Makin' Break sessions
- Coordinate catering and clean up for **bi-weekly** Leadership Roundup with Dr. Adriana Perez.
- Plan and coordinate large-scale Harnwell annual events: Sapphire Ball and Casino Night
- Work a minimum of 4 hours per week.

Qualifications: Excellent organizational, time management, long-term planning, and project management skills are required for this position. Student must be comfortable collaborating with House Managers, RAs, GAs, upper-level administrators, and Harnwell residents. All Harnwell staff members are expected to be respectful toward co-workers, residents, and upper-level administrators. Harnwell employees should be responsive to emails, texts, GroupMe messages, and phone calls when necessary. Communication skills are extremely important for this role. Student must be comfortable with promoting events via social media, newsletter, and posters. We emphasize a strong sense of community, team-work, and acceptance throughout the Harnwell College House staff.





Probasco Manager

Description: Under limited supervision, student will be required to plan weekend events in the Harnwell College House. Budget management, organization, and creativity are required for this role. Initiating conversations, ideas, and plans for on-campus and off-campus activities will be expected. This role requires long-term and short-term planning. At the start of the Fall and Spring semesters, the student will meet with Senior House Manager and/or upper-administrative staff to coordinate budget, activities, deadlines, and events intended for that particular academic year.

The student will be expected to:

- Host **weekly** Probasco dinners
- Choose a caterer between Tuesday/Wednesday
- Maintain **weekly** communication with House Coordinator
- Create a menu with vegetarian and vegan options
- Design a **weekly** poster for Probasco
- Update the **weekly** House Event on the Harnwell website.

Qualifications: Excellent organizational, time management, communication, and event-planning skills. This role requires strong delegation skill and attentiveness. The student must communicate with caterers, vendors, and upper-administrative staff weekly. Student will be responsible for sending one House-wide email per week promoting Probasco. Monitoring supplies, beverages, and utensils in the Rooftop Lounge kitchen and maintaining a tidy storage closet are required for this position. The Probasco Manager will be responsible for counting the cash box and updating the cash log every Monday night after Probasco dinner. This student is expected to recycle, dispose of any and all trash, and reorganize all leftover materials (i.e. plates, unused table cloths, napkins, utensils, and/or plates) in the storage closet. Student should monitor the attendance, atmosphere, and successes of each dinner. This information will be recorded in weekly program evaluations on the Harnwell House Website completed by the Probasco Manager.





Makin' Break Manager

Description: Under limited supervision, student will be required to Makin' Break events on a bi-weekly basis. Every other Wednesday night, the student will plan creative, craft nights. All Harnwell students are welcome to participate. The House Manager leading the event should expect and prepare to teach participants how to accomplish each project. The beginning of each semester an overview of potential projects will be created and submitted to the House Coordinator and House Dean for review. Student manager will manage a monthly budget and engage with fellow House Managers and RAGAs. This position will require discipline, creativity, and community engagement.

The student will be expected to:

- Host **bi-weekly** Makin' Break sessions in Mezzanine or Dungeon.
- Purchase all items Monday before the event.
- Maintain **weekly** communication with House Coordinator
- Create a semester overview for 7-8 projected sessions.
- Design a **weekly** poster to promote Makin' Break.
- Update the **weekly** House Event on the Harnwell website.

Qualifications: Excellent organizational, time management, communication, and event-planning skills. This role requires strong creative skill and attentiveness. Harnwell employees should be responsive to emails, texts, GroupMe messages, and phone calls when necessary. The student must communicate with House Coordinator and House Dean, as well as fellow House Managers and RAGA staff. Student must be comfortable communicating and engaging with the Harnwell community. Bi-weekly projects should require between 1-2 hours of participation from students. Projects should be completed by the end of each session. Makin' Break Manager is responsible for the disposal of all trash and unused items. Supplies should be kept in the Harnwell House Office and cleaned or reorganized on a weekly basis. This position requires a minimum of **2** hours per week. Student should monitor the attendance, atmosphere, and successes of each session. This information will be recorded in bi-weekly program evaluations on the Harnwell House Website completed by the Makin' Break Manager.



Senior House Manager

Description: Under limited supervision, the Senior House Manager will oversee the House Managers, weekly communication with managers, office staff, RAGAs, and upper-level administration. Senior House Manager will coordinate training sessions, dinners, and events with House Managers. The student will be responsible for overseeing, assisting, and participating in all large-scale House events (Sapphire Ball and Casino Night). Communication with vendors, caterers, RAGA staff, and upper-level management is required. Bi-weekly 1 on 1 meetings with House Coordinator and/or House Dean are required. The Senior House Manager will be responsible for maintaining, updating, and monitoring the RAGA financial records and receipts. The Senior House Manager will receive the monthly statement via email on the 1st of each month. The student will review the monthly statement sent from the House Coordinator and review all receipts submitted by RAGA staff and House Managers. Receipts should be reviewed, cataloged, and documented via GoogleDocs each week. Any RAGA staff or House Managers with missing receipts must be contacted by the Senior House Manager via email. If student does not submit the missing receipt by the given deadline, this must be reported to the House Coordinator as soon as possible. The monthly statement must be completed by the 14th of each month.

The student will be expected to:

- Review all submitted receipts on a **weekly** basis.
- Maintain **weekly** staff meeting with House Managers.
- Complete monthly statement by the 14th of each **month**.
- Communicate via phone, email, text, and/or GroupMe with staff.
- Attend **bi-weekly** 1 on 1 meetings with House Coordinator and/or House Dean.
- Schedule and coordinator training session at the beginning of the Fall semester.
- Assist with Probasco, Makin' Break, Weekend Events when available.

Qualifications: Strong communication, delegation, and organization skills are required for this position. Long term and short-term planning skills are necessary for this role. Time-management is extremely important. Student will be responsible for financial records and must maintain transparency and reliability throughout the academic year. Student should demonstrate strong leadership skills and clear vision. Senior House Manager should feel comfortable expressing opinions with House Managers, RAGA staff, and upper-level administration. This position requires a minimum of **4** hours per week. Harnwell employees should be responsive to emails, texts, GroupMe messages, and phone calls when necessary. Student should monitor the attendance, atmosphere, and successes of each event. Senior House Manager will run weekly meetings with House Managers to discuss short-term and long-term event planning, upcoming events, expectations, and goals for the week.





Office Staff

Description: This position requires a minimum of 5 hours per week. Office staff are expected to count the cash box daily and update the log. Manage the Probasco sign-ups, board game rental log, and event co-pay logs. Workers must check the mail in Stouffer Commons daily. Each staff member must work 1 poster shift within a two-week period.

The student will be expected to:

- Work a minimum of **5** hours per **week**.
- Check the mail in Stouffer Commons **daily**.
- Count the cash box and update the log **daily**.
- Check messages **daily**.
- Work poster shift **bi-weekly**.
- Wipe down the desk **weekly**.
- Attend **weekly** staff meeting.
- Work **2 large-scale House Events** (Sapphire Ball and Casino Night).

Qualifications: Strong communication and organizational skills required for this role. Students must be willing to collaborate and engage with fellow students. Harnwell employees should be responsive to emails, texts, GroupMe messages, and phone calls when necessary. Aiding with large-scale projects, planning, and/or House Traditions (Probasco, Makin' Break) will be necessary. Timesheets must be submitted by Friday at 4PM. All office staff are expected to arrive on time and communicate with the Front Office Manager when conflicts arise.



Front Office Manager

Description: Under limited supervision, the Front Office Manager will supervise the Harnwell Office staff, hold weekly staff meetings, coordinate staff trainings, and staff celebrations. The Front Office Manager will be responsible for creating a schedule for all Office Staff members. This role requires strong delegation and leadership skills. The Front Office Manager will be required to work 5 hours per week in the Harnwell House Office (closing shifts are preferred, 5:00PM-6:00PM). At the end of each month, the Front Office Manager must check the office supplies and indicate what needs to be restocked.

The student will be expected to:

- Work **5** hours in the Harnwell House Office per **week**.
- Prepare and send **weekly** schedule to House Coordinator and Office Staff.
- Hold **weekly** meetings with Office Staff.
- Count and log the cash box at the end of each **week**.
- Indicate which office supplies need to be restocked at the end of each **month**.
- Plan and prepare one staff celebration per **semester**.
- Coordinate one training session per academic **year**.

Qualifications: Strong communication, delegation, and organization skills are required for this position. Long term and short-term planning skills are necessary for this role. Time-management is extremely important. Front Office Manager should feel comfortable expressing opinions with Senior House Manager, Office Staff, and upper-level administration. This position requires a minimum of **5** hours per week. Harnwell employees should be responsive to emails, texts, GroupMe messages, and phone calls when necessary. Student should monitor the attendance, atmosphere, and successes of each event. Front Office Manager will run weekly meetings with office staff to discuss scheduling, upcoming events, expectations, and goals for the week.

