

Corner Pawket Supervisor 2024-2025

Qualifications:

- Be an undergraduate student in good standing with the University. Graduate student preferred.
- Exhibit good planning, organizational, and communication skills.
- Demonstrate consistent willingness to serve and learn.
- Exhibit strong professionalism, customer service, and leadership skills.
- Ability to learn and use specific programs utilized to maintain Corner Pawket functions.
- Support University policies and procedures.
- Maintain a cumulative GPA of 2.5.

Expectations:

- Maintain assigned office hours: 10 hours/week.

Duties and Responsibilities:

- Represent the Corner Pawket along with Corner Pawket Assistants.
- Understand and work towards the vision of the Corner Pawket.
- Create plans for the Corner Pawket.
- Supervise any Corner Pawket programming.
- Oversee Corner Pawket social media.
- Create and manage shifts for the Corner Pawket Assistants.
- Create and assign daily shift tasks to the Corner Pawket Assistants.
- Oversee and manage the Corner Pawket inventory.
- Lead Corner Pawket trainings and meetings.
- Communicate effectively with Student Life and the Corner Pawket Assistants.
- Maintain awareness and attention to the Corner Pawket environment.
- Other duties as assigned.

Compensation:

- Corner Pawket Supervisor will be paid by grant/scholarship (amount to be determined)

Hiring Manager:

- Contact studentlife@hc.edu