
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.

Maintain assigned office hours: 10 hours/week.

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.

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

Contact studentlife@hc.edu