



Mather House Aide
Job Description
2021-22

Overview:

A House Aide works with and responds to the needs of the Faculty Deans. This is an important position integral to the Faculty Deans' House team. The position is distinct from that of a Harvard student in residence and is that of supporting staff.

Below is description of the position in bullet form.

The position:

- The aide works collegially with the Faculty Deans, the Mather Staff, and the Tutors; he/she needs to be open and welcoming to guests at Mather functions.
- The aide is expected to work collaboratively with the other Mather Faculty Deans' aide.
- The aide should be conscientious, with strong communication skills and a diligent work ethic. The aide must organize their work or school schedule such that they can be present at the required house events especially in the evenings.
- The aide should dress appropriately at Mather functions.
- The aide should eat before events and not during an event.
- Friends of the aide cannot participate in Mather events or in the preparation of events unless the permission of the Faculty Deans is given before the event.
- The Faculty Deans' aide position is not intended to be the sole employment of the person.

The duties include but are not limited to:

- Planning, promoting, managing and supporting house events, as needed
 - Open house events
 - Senior/SCR dinners
 - Receptions in the Residence and in the Mather Gallery
 - Tutor organized events and tutor meetings
 - Baking or cooking events for small student groups
- Shopping for food and supplies
 - Electronically with organizations such as Pea Pod,
 - With HUDS and at supermarkets.

- A zip car account will be arranged for transportation.
- Clerical Work, as needed
 - Creation and posting posters for events as needed

Time commitment:

- Up to 15 hours per week or 60 hours a month.
 - Duties and hours vary from week to week.
 - Duties will often be in the late afternoon or evenings as well as on weekends.
- There is flexibility in the hours of work, but it is expected that the aide will strive to accommodate his/her schedule to serve the needs of the Faculty Deans and be present for house events.
 - If the aide cannot participate in a planned event, he/she will hire a substitute to work the event at his/her own expense
- Leaves of absence exceeding 3 to 4 days at a stretch during the semester are not permitted, unless in consultation with the Faculty Deans.

Requirements:

- Aides are required to abide by all applicable University rules, including those set forth in the Harvard College Handbook for Students (<http://handbook.fas.harvard.edu/icb/icb.do>), the House handbook, and this letter.
 - Give special attention to the rules related to residency; sexual harassment and unprofessional conduct; and treatment of University property as well as personal property.

Compensation:

- A student room- this person will be sharing a suite with a female FD Aide
- 15 meals per week when the dining hall is open.
- N.B. this position does not include
 - An income or stipend.
 - Fringe benefits such as health care.

Term of employment:

- The term is 1 year (July 1 – June 30)
 - The appointment can be renewed for additional one-year terms.
- The aide position can be terminated at any time if the Faculty Deans decide that there is a failure to live up to the terms of this job description.