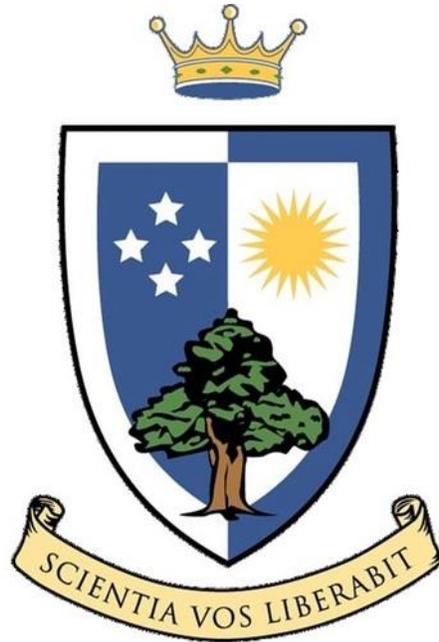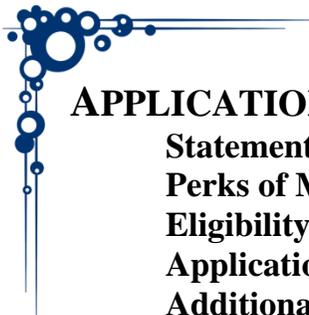# KINGS COURT ENGLISH COLLEGE HOUSE

RESIDENT MANAGERIAL STAFF
Internal and External Application

Fall 2018 – Spring 2019
Dr. Krimo Bokerta, House Dean
Dr. Collin Anthony, House Coordinator
Christopher Denq, Manager Board Chair

APPLICATION

Statement

Kings Court English House's House Manager positions are both flexible enough to complement any students' academic schedules and engaging enough to hone students' leadership capabilities. These positions are designed to give students a real sense of responsibility, bolstering their skillsets and adding to their work experience.

Perks of Manager Position

- **Guaranteed a single in KCECH**
  - Residential Managers are guaranteed a single on their residential program floor
    - Biosphere Manager guaranteed the single with private bathroom on KC1
    - STWing Manager/Sysadmin given the single with private bathroom on KC2 (room provided)
- **Category I student work-study/non-work-study compensation**
  - $10/hr @ 12hr/week for work study
  - $10/hr @ 8hr/week for non-work study
  - Extremely flexible hours on customizable workloads
- **Sponsored early move-in and late move-out for the academic year**
- **Invitation to all staff outings and events, examples including:**
  - Staff outings @ Six Flags, Dave and Buster
  - Sponsored dinners @ Ochatto, Nineting, The Restaurant School
  - Chamonix Youth Hostel retreat
- **Power to directly impact KCECH's student community (350+ residents)**
- **Access to a personal Manager credit card and monthly $200 budget (if applicable)**
- **Opportunity to network and work closely with senior house faculty and student staff teams**
- **Ability to pursue individual initiatives within position**
- **Great leadership and coordinator position for resume**
- **Early work experience for anyone wishing to become an RA**
- **Ability to determine (and have priority tasting of) snacks at bi-weekly study breaks**

Eligibility and Positions

All undergraduates, regardless of work-study, are welcome to apply. Applicants must be willing to live in KCECH for the upcoming Fall and Spring semesters upon accepting the position. Applicants must also be willing to attend the Chamonix Youth Hostel Retreat (see next page for date) and arrive on campus during the Fall semester before NSO starts.

We are looking for applicants who are creative, eager, and responsible. Previous coordinating experience is a plus, but not necessary.

Positions	Recommended Technical Skills	Brief Job Description
Residential Program Managers:		
EH3, Women in Computer Science Manager		managing the WiCs residential program
KC1, Biosphere Manager		managing the Biosphere residential program
KC2, STWing Manager/Sysadmin	servers, listservs	position currently unavailable
KC3, Huntsman Manager		position currently unavailable
KC4, Perspectives in Humanities Manager		managing the PiH residential program
Facilities Managers:		
Executive Operations and Project Manager	p&l responsibility, data analysis	position currently unavailable
Associate Operations and Project Manager	p&l responsibility, data analysis	managing Oasis, Mirage, and special projects
Marketing and Media Manager	graphic design	position currently unavailable
Recreation Manager		position currently unavailable
Public Space Manager		managing Pantry, 1938 Lounge, Library, etc.

It is recommended that applicants to any residential program manager position either lived on the corresponding floor for a minimum of one academic year and/or are currently in that residential program.

For a more detailed description of each position, please refer to the Manager's Information Handbook on the KCECH website or reach out to KCECH House Office.

Application Process

The application process starts with an online submission in the early spring semester. Applicants then must conduct a mandatory in-person interview, which is broken up into a general interview component and a position interview component. Interview lasts 30-45 minutes; dress code is business casual or casual. Applicants will hear back within a week, upon which they have a day to accept or decline the position.

An application is evaluated by the following:

- Resume
- Statement of Interest
- Interview

Note: We do not require transcripts for the application.

Timeline

Online application opens	Jan 12 @ 11:59pm
New Manager information session held	Jan 16
Online application submission deadline	Jan 23 @ 11:59pm
New Manager interviews	Jan 26-28
New Manager decisions released	Jan 29
New Manager position acceptance deadline	Jan 30 @ 8pm
First New Manager meeting	Jan 30 @ 9pm
Traditional New Manager Study Break	early Feb
Annual Chamonix Youth Hostel Retreat	early-mid April

Additional Contact

For additional queries, please contact cdenq@sas.upenn.edu or come to the KCECH House Office.

For more details on the Manager Board, see the Resident Managerial Staff Handbook, found on the KCECH website.