



Unity House

Department Name: Office of Student Involvement

Contact Person: Peter Rojas - rojasp@merrimack.edu

Title: **Unity House Council Member (UHC)**

Work Schedule: School Year

Work Hours per week: No more than 10 hours. Each UHC member is guaranteed work hours during the week. Please note work hours do not include any event programming hours.

Other Requirements/Responsibilities:

- Must work one shift in the UH weekly (Monday - Friday as assigned)
- Attend all UHC meetings
- Assist in planning of UH stapled programming (Taste the World, UniTea Talks)
- Facilitate diversity training (Safe Zone, Privilege, Microaggression etc.)
- Assist visitors in any way possible. Assist with any events and their needs, including A/V technical support, kitchen support, and any setup needs.
- Show up on time and fill out the payroll sheet.
- Restock all supplies and reach out to the supervisor if supplies need to be reordered.
- Ensure the space is clean, including cleaning out the fridge, emptying/running the dishwasher, checking remotes, checking bathrooms, and doors are uplock for the opening shift and closed for the last shift.
- Contact facilities by submitting work orders for any maintenance or cleaning that needs to take place during your shift.
- Update corkboard with upcoming events.
- Assist with operations of televisions, projector, apple TV, music and other AV equipment in space.
- Other duties as assigned by the supervisor.