



Spring 2021 application for employment for summer 2021 and fall 2021 appointments

Note: Normal job descriptions will be in effect as soon as the Big Red Barn opens. No date has been set for this return yet. In the meantime, staff will assist with and lead virtual programming (based on their availability) and have the option of infrequent trips to the Barn to distribute programming supplies if they are interested.

Job descriptions (note, applicants can apply for more than one position)

1-Shift staff

Shifts for staff are from 1:30pm-10pm (two shifts), Monday through Thursday and 1:30pm-4:00pm (one shift) on Friday during the school year. Summer shifts are TBA. The student staff are responsible for running the operations of the Big Red Barn after the Dining service ends until closing. Staff run a snack service for customers and oversee the use of the building for programs and events. Duties include making students feel comfortable in the space, assisting with event questions, set-up, tear down, maintaining safety and security of the barn, serving food/drinks, managing money before, during, and after events, and assisting with technology/AV needs.

2-Fellows

All fellows will:

- Assess the needs of Cornell graduate students in their area of programming
- Plan, coordinate, advertise, implement, evaluate, and report on a minimum of one program per month (including traditional Barn programs)
- Plan for and track expenses for programming and stay within the assigned budget
- Catalog programming/performance/costs/collaborations as communicated by the Director
- Effectively communicate with the team (other staff assisting with and advertising events) to optimize graduate student engagement in programming

Cultural fellow

The cultural fellow will utilize collaboration with Graduate student groups, the community, and campus offices to present a monthly cultural program in the Big Red Barn. This can include a variety of different programs such as educational cultural celebrations, international holiday celebrations, performances, etc.

Wellness fellow

The wellness fellow utilize collaboration with the health center, student groups, the community/outside speakers, and campus offices to present wellness programs or programming series in the Big Red Barn. This can include a variety of different programs such as physical activity (meditation, dances, yoga, walking programs, wellness buddies, etc.), educational workshops (cooking, mental health, health insurance, perfectionism, procrastination, safety, sexual misconduct, etc.), and/or passive programs (bulletin boards, ad campaigns, newsletter submissions, etc.).

Family fellow

The family fellow will plan programming and provide resources in the Barn to graduate students with families to enhance the overall experience for these students. This will include designing activities that cater to children and families and that create a supportive environment conducive to family interactions. This position also includes participating in a once monthly committee focused on the experience of graduate students with families.

3-Marketing and communications manager

The marketing manager coordinates publicity for all Barn programs. This includes contacting event organizers for event descriptions and PowerPoint slides, assembling information for and designing the weekly Barn newsletter emails, updating a weekly events poster, advertising events on the Barn TV's, and answering email questions about the Barn and events. Experience with ad design is helpful but not a requirement.