

09-Jun-2022

Manager, Signet Society of Harvard College

Faculty of Arts and Sciences

58714BR

Job Summary

The Signet Society, an affiliate of Harvard College founded in 1870, is an arts and literary organization comprised of undergraduate, faculty, and alumni/ae members. The Signet Society is the place at Harvard where students and faculty who are interested in the arts can meet over lunch, often joined by renowned artists, writers, actors, and scholars visiting Cambridge. Special events such as readings, talks, screenings, shows, and receptions reflect the interests of undergraduates, graduate, and associate members alike: literature, the performing arts, the fine arts, the social sciences, politics, and culture.

The Chief Administrator solely manages all phases of the day-to-day Signet Society operation, including the serving of lunch on weekdays (now Wednesday, Thursday, and Friday) during the academic year, and this Administrator has the administrative responsibility for ensuring that the society as an organization runs smoothly and efficiently. The Society employs seven part-time staff, up to seventy undergraduate members, over 100 active graduate and faculty members, and 2,000 alumni.

Position Description

- **Budget/Finance Work:** develops and oversees Signet Society budget of approximately \$300,000. Oversees a bookkeeper on quarterly basis; prepares annual filings package for accountant and collaborate with accountant on questions about operations and particular expenses; ensures filings are made and monitors cash flow; communicates with Society board of upcoming financial problems and challenges.
- **Vendor Management:** receive & review invoices; cut checks; make payments; find, evaluate, and engage vendors with better service/products/cost; adopt & implement systems to meet our needs (payment methods, telecom, accounting, security).
- **Fundraising:** develop and maintain alumni and development activities; write; layout; supply photos; contract for printing & fulfillment; log donations: (checks; online; credit card manual entry); make deposits; write/oversee thank-you notes and tax acknowledgements; alert officers of large gifts or special responses.
- **Staff Supervision:** manage a staff of seven part-time workers; hire staff; set wages & s; enter bi-weekly payroll; arrange for extra staff for special events; evaluate performance; motivate, teach, encourage, discharge as appropriate. Supervise lunches, chef, casual servers, menus.
- **Administrative Duties:** Commercial Tenant – maintenance and rental of Signet building; schedule and supervise contractors; attend to heat, plumbing, snow repairs; other complaints; ensure monthly payments. Executive Committee: prepare YTD and yearly P&L comparisons for 2 meetings; keep apprised of student and campus-wide issues. Website Maintenance - oversee website updating and write/edit quarterly email newsletter; keep students informed of policies and

problems that affect them. Building: monitor entire building condition; ensure historic compliance for exterior repairs and restorations; check systems constantly (mainly kitchen, toilets, water, heat, and security); determine repair needs; contract with vendors; oversee repairs, renovations and restorations; communicate repair needs to all grads, undergrads, and board; get funding.

Basic Qualifications

- 3-5 years of work experience

Additional Qualifications and Skills

- B. A. degree or equivalent and
- Some bookkeeping knowledge helpful
- Appreciation or experience in the arts and working with a diverse student population is ideal for this position.
- Flexibility and good judgment are essential and an ability to juggle many tasks and to respond to unforeseen demands and situations as required;
- Ability to manage a wide range of special events and simultaneously recognize the necessity for scrupulous attention to the details of routine administrative tasks;
- Seasoned judgment to interact well with a great variety of people;
- Balance of both a role of policy-enforcer and facilitator to undergraduates in their Signet activities, while maintaining the right proportion of friendliness and professionalism;
- Web management; database, word-processing, and financial software essential;

Additional Information

This is a part-time benefitted position, 24.5 hour per week. Salary range \$55k-60k.

All Harvard employees must be fully vaccinated. Individuals may submit a request for exemption from the vaccine requirement for medical or religious reasons. More information regarding the University's COVID vaccination requirement and exemptions may be found at the University's "COVID-19 Vaccine Information" webpage: <http://www.harvard.edu/coronavirus/covid-19-vaccine-information/>."

Human Resources is currently developing hybrid workplace models that support flexible work opportunities. In addition to Massachusetts, residents of CA, CT, MD, ME, NH, NY, RI, and VT may be eligible for designated remote or hybrid opportunities. Operational needs will determine the frequency of on-campus presence required in Cambridge, MA. Flexible and remote work options for this role will be discussed during the interview process. All schedules may be subject to change.

Job Code

359056 Admin Dept/Program Admin
Criminal, Identity

Commitment to Equity, Diversity, Inclusion, and Belonging

Harvard University views equity, diversity, inclusion, and belonging as the pathway to achieving inclusive excellence and fostering a campus culture where everyone can thrive. We strive to create a community that draws upon the widest possible pool of talent to unify excellence and diversity while fully embracing individuals from varied backgrounds, cultures, races, identities, life experiences, perspectives, beliefs, and values.

EEO Statement

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin,

disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.

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