Job Openings for Assistant Overnight Hosts!

Interested in getting a paid job at the university? Committed to being a model representative of the University of Hartford? If you answered yes to both of those questions, perhaps you might consider joining Admissions’ Overnight Program Team as an assistant host. There are currently one female position and one male position open for assistant hosts. The two main host jobs are currently filled.

An Assistant Overnight Host helps to provide prospective students with the optimal experience of campus-life as a U-Hart student. This includes the following when necessary:

- Take students to meals, a class, and show the student the best of what the campus has to offer
- Interact with students in a way that makes their visit compelling and fun
- Work in Bates House to aid Admissions with various tasks, including:
  - Logging information for Overnight Program
  - Contacting prospective students
  - Filing paperwork

The benefits of the assistant overnight host jobs are:

- Hourly payment for all time spent with prospective students and working in Bates House
- Great credential for resumes
- Increased potential to get additional jobs
- Opportunities to make differences in prospective students’ lives and the future of the university
- Opportunities to meet many new people

If you are considering the job, you should be willing to commit at least eight hours a week to the Overnight Program (around two in Bates House, and around six with prospective students on campus). The assistant overnight hosts will be needed when the main hosts have class or other engagements to which they cannot bring prospective students. This makes the workload of the assistant jobs inconsistent at times, so you should be willing to be flexible with scheduling.

The Overnight Program runs from early October to the end of Fall Semester (excluding Thanksgiving Break). It then runs from late January to the end of April during Spring Semester. Students have the opportunity to sign up for the program Monday-Thursday, and the program runs from 6p.m. at night to noon the next day. Therefore, prospective students will be the responsibility of the Overnight Host Team during this time. The quantity of overnight students changes significantly depending on the time of year. For example, the overnight team hosts much less students in the fall than the spring due to prospective students’ focused interest on the university during these different times.

We are looking for one assistant hostess and one assistant host who are involved in the campus community, have excellent time management skills, are sociable, have a flexible schedule, and will be a sophomore or junior with a 3.0 GPA or higher. If you feel that you would be a positive representative of the university, please contact Christine Riley, Assistant Director of Admission and SFA or visit the Admission and SFA office to pick up an application. Applications will be accepted until September 11th. If you have any questions, please contact Christine at x4991 or by email at riley@hartford.edu.