

## **Job Title: House Director**

<p><b>Overview</b></p>	<p>This part-time position manages the operations and maintenance of the house, provides onsite support members of Pi Beta Phi and directs employees and vendors to foster a safe and enjoyable environment furthering a positive member experience.</p>
<p><b>Key Responsibilities</b></p>	<p>Manage house operations including overseeing the opening of the house at the beginning of the semester, the closing at the end of the semester, and the opening and closing of all official holidays and breaks throughout the school year.</p> <p>Partner with property management company to maintain a maintenance schedule. Direct day to day activities of, property management company, food service provider and supervision of other vendors/contractors such as cleaning staff, as applicable, to provide a positive housing experience for the chapter.</p> <p>Responsible for recommending and participating in site specific safety measures and procedures to help enforce mechanisms to ensure safety measures are taken to provide a safe and secure living environment for chapter members which includes cleaning and disinfecting common areas among other things.</p> <p>Supervise FHC employees and ensure efficiency of staff through ongoing training, instruction, counseling and leadership. Responsible for the operation of the kitchen in partnership with kitchen staff, FHC and HR, if applicable.</p> <p>Provide key onsite response in the case of emergency or other matters of significant concern in and around the chapter house. Communicate effectively with FHC and encourage chapter members to follow proper emergency procedures.</p> <p>Serve as an ambassador of the organization, engage vendors as necessary, order food and supplies for the house as needed within compliance of FHC and Chapter financial guidelines, and hostess events for the chapter, local alumnae, visiting officers and guests following expense approval and expense reporting process and procedures.</p> <p>Foster relations with the University, peer groups and House Directors, CHCs and FHC through personal visits and participation in community events.</p> <p>Serves as a positive role model for the women and ambassador for the organization. Stays informed on campus trends and issues to effectively communicate with the women and serve the organization. In collaboration and with guidance from Executive Council, is available to attend chapter and community-related events.</p> <p>Responsible for notifying necessary stakeholders of violation of the Chapter house rules, bylaws, regulations and policies set forth by the University, local, state, federal laws, Association and International Fraternity. The House Director is not expected nor permitted to discipline chapter members.</p> <p>Administer and comply with policies and employee guidelines in accordance with local, state and federal laws including the CDC, Pi Beta Phi policies and procedures and University guidelines.</p> <p>Must be able to perform normal physical functions including lifting up to 25 pounds, bending, stretching, and going up and down several flights of stairs on a daily basis.</p> <p>Must be onsite, overnight, 7 nights per week except when prior arrangements have been made for other adult supervision. House Director receives all University holidays. During the summer break when chapter members are not residing in the facility, there are limited responsibilities and ample free time for personal activities.</p> <p>Must attend all required trainings for role.</p> <p>Other duties as assigned.</p>

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<b>Reporting Relationships</b>	<p>Reports directly to FHC Assistant Director of Housing</p> <p>Supervises other facility employees and approves employee hours in time recording system (EZLM).</p>
<b>Qualifications</b>	
<b>Education/Knowledge/Experience</b>	Ability to perform basic functions of Microsoft Outlook, Word, and Excel. Strong communication and interpersonal skills. Able to work effectively with residents as well as University, alumnae and FHC.
<b>Skills and Abilities</b>	<p><b>Collaborative Style:</b> builds strong partnerships and alliances with others by identifying mutual goals and fostering open dialogue; approachable.</p> <p><b>Self-Directed and Motivated:</b> plans and executes work for self and others efficiently and effectively, demonstrates personal flexibility and resilience to achieve results.</p> <p><b>Credibility:</b> trusts others and is trusted. Maintains confidentiality</p> <p><b>Problem Solving:</b> solves difficult and complex problems with practical, effective solutions; agile.</p> <p><b>Conflict Management:</b> finds common ground and gets cooperation with minimum noise; reads situations quickly and is good at focused listening</p> <p><b>Servant Leader Role Model:</b> sets the standard for and consistently demonstrates the behaviors of servant leadership; always adheres to Pi Phi values and serves as a steward of the organization's cultures and values</p>