

Pi Beta Phi, California Beta House Director

Job Title: House Director – California Beta Pi Beta Phi

Reports to: Chapter House Corporation Board

Effective: As soon as possible

DESCRIPTION:

Pi Beta Phi promotes friendship, develops women of intellect and integrity, cultivates leadership potential, and enriches lives through community service. The California Beta chapter of Pi Beta Phi is located in the heart of the University of California At Berkeley Greek Community in an undergraduate residence owned by The Chapter House Corporation. The chapter consists of approximately 150 members each academic year. Each Fall semester approximately 55 women live in the house and in the spring the number usually drops to 35-45 because many of the members pursue a “study abroad” semester.

The House Director (HD) resides in a private suite on the premises and is primarily responsible for managing a safe, well organized, cost-effective, and smoothly operating sorority house.

The position includes paid holidays, vacation, and sick time in accordance with federal, state, and local requirements. Additional employer-paid benefits for major medical insurance can be provided as part of the total compensation negotiation.

The House Director is hired by the Chapter House Corporation and is responsible to and reports to the Corporation’s Board of Directors.

PRINCIPAL OBJECTIVE:

The HD Serves as an ambassador of the organization, coordinates day-to-day maintenance, repairs, and operations of the facility. The position is a 10-month contract aligned with the academic calendar with the option of annual renewal. Summer work could consist of supervising the property during construction and repair projects.

CORE RESPONSIBILITIES:

- The safety and security of the property are the two most important concerns of the House Director. The House Director is responsible for seeing that the property remains free of potential hazards and that the building is secure 24 hours a day, 7 days a week. Specifically, the house director will be required to:
 - Check security of the house nightly, before vacation breaks, and at the closing of the school year.
 - Be present on the site no later than 1 am nightly and remain there throughout the night, in case of emergency.
 - Comply with all local, state and federal laws, Pi Beta Phi policies and procedures and University guidelines.
- Ensures the effective and efficient maintenance and upkeep of house and surrounding grounds, and the general cleanliness and proper functioning of all common living areas, the basement, outside gardens, and roof, on a daily basis. The House Director (HD) will be required to oversee the opening and closing of the house at the beginning and end of each semester as well as at winter and spring break. The HD may be asked to oversee any winter

break and summer projects as the CHC onsite representative. An hourly rate will be agreed to for any services requested outside of the contracted academic year.

- With regard to the supervision of contracted employees: The House Corporation has hired a cleaning service that provides daily cleaning. It is the responsibility of the House Director to communicate the expectations for cleanliness and the orderly appearance of the Pi Beta Phi residence. It is the expectation of House Corp that a visiting parent could arrive at the residence any day between 9am and 5pm and have the 1st floor be presentable.
- Responsibilities to the chapter: Serves as Administrator, friend, good listener and positive role model to the chapter members. Attends meetings for various stakeholders (The Chapter, AAC, and House Corp.) as needed to give reports and recommendations as requested. It is understood that the House Director will have no social media presence regarding her position nor “friend” or make any posts or comments on social media regarding any members of the Pi Beta Phi sorority, their friends, or any activities they or their friends may be involved in.
- Meals: The House Director is the liaison between the Chapter and the Food Service vendor. Currently the vendor is Upper Crust. The House Director partners with the members of the chapter to communicate with the food service contractor as far as types of meals, quantity, and hours meals will be served. The House Director will be responsible for collaborating with the live in members so that the “late plate” and “guest meal” process are not abused and there is always enough food prepared for all “live ins”.
- The House Director should be a pro-active partner in the planning of special meals that the girls may need during Pre-Recruitment, Recruitment, and “at the house” socials.
- The House Director must be able to travel comfortably throughout the house and property. This includes the ability to climb 4 floors of stairs and light duty lifting of not more than 30 lbs.
- Other duties as assigned.

QUALIFICATIONS OF A SUCCESSFUL CANDIDATE

- A successful candidate will have past experience with communal living environments and an appreciation for the diverse, dynamic and urban college environment that exists at UC Berkeley. Familiarity with living and maintaining a safe and welcoming environment within a residential Greek system is preferred but not required.
- They must enjoy the company and interactions with young women residing in the house but understand that their primary responsibility is to maintain the integrity of the property and contracted employees.
- Communication with the Executive Officers of the Chapter should be appropriate given that these officers are students first and may have academic, work, sports teams, and or other personal requirements that conflict with the requests of the House Director. A regular cadence of meetings should be established that is agreeable to both parties.
- Undergraduate degree from a 4-year accredited institution is preferred but not required.
- 5+ years of experience managing both hourly and salaried employees.
- Understanding general property maintenance, having owned a home is preferred but not required.
- Basic Microsoft Office Suite skills and computer literacy to maintain organized financial reports comparing year-over-year costs. Technology skills are needed to manage internet, printers, television, and security systems.
 - Familiarity with monthly, quarterly and annual maintenance budget to upkeep the physical structure of the sorority house and surrounding grounds.
 - Maintain an excel spreadsheet of quarterly, semiannual, and annual inspections, service visits, warranties, and repairs as well as associated costs.

Interested candidates are asked to submit a cover letter outlining their ability to create a welcoming environment while maintaining the safety of the residence as the #1 priority. The cover letter should highlight the candidate's problem-solving abilities and include examples demonstrating interpersonal skills.

Please provide a resume, references from prior employers and a completed application for employment. A nationwide background check will be conducted for all highly qualified applicants.

Cover letters and resumes may be sent to Elaine Davis at Elainegdavis@gmail.com by Friday, May 1.

The salary for this position starts at \$55,000.