

House Director

Job Title: House Director – New York Epsilon Pi Beta Phi
Reports to: Assistant Director of Housing

Salary Type: Non-Exempt
Effective: As soon as possible

PRINCIPAL OBJECTIVE:

This full-time position manages the operations and maintenance of the Pi Beta Phi house at Rensselaer Polytechnic Institute, provides onsite support to members of Pi Beta Phi and directs employees and vendors to foster a safe and enjoyable environment furthering a positive member experience.

CORE RESPONSIBILITIES:

- 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.
- 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.
- Supervise onsite FHC employees, if applicable, and ensure efficiency of FHC staff through ongoing training, instruction, counseling and leadership.
- Partner with vendors as necessary, order food and supplies for the house as needed and if applicable, within compliance of FHC and Chapter financial guidelines, hostess events for the chapter, local alumnae, visiting officers and guests following expense approval and expense reporting process and procedures.
- 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.
- 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. Reviews safety protocols with any arranged supervision for approved vacations.
- Serves as an ambassador of the organization. Fosters relations with the University, peer groups and House Directors, CHCs and FHC through personal visits and participation in community and campus events.
- Stays informed of campus trends and issues to effectively communicate with the women and serve the organization. In collaboration and with guidance from the Executive Council, is available to attend chapter and community-related events.
- Serves as a positive role model for the women. 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.
- 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.

- 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.
- Must be onsite, overnight, 7 nights per week except when prior arrangements have been made and approved by your supervisor 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.
- Must attend all required trainings for role.
- Other duties as assigned.

PI BETA PHI STAFF COMMITMENTS

All members of the Headquarters staff are expected to:

- Offer premier customer service.
- Commit to a positive volunteer experience and serving the volunteer.
- Care for each other.
- Build affinity and Pi Phi Pride with every action and interaction.

QUALIFICATIONS OF A SUCCESSFUL CANDIDATE

- 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.

REPORTING RELATIONSHIPS:

- Reports directly to FHC Assistant Director of Housing.
- Supervises other onsite FHC employees and approves employee hours in time recording system (ADP-Workforce Now).
- Works in partnership with all onsite vendors.

Pi Beta Phi's Mission, Vision, Core Values, and statements on philanthropic service and our Commitment to Diversity, Equity and Inclusion can be found at pibetaphi.org/about.

At Pi Beta Phi Headquarters, we value and respect our employees and their contributions. Our total compensation approach includes base salary, benefits and a 401(k)-matching program. Each position is externally benchmarked, and the salary is evaluated periodically. The salary for this position starts at \$50,000.