



<i>Job Title: House Director</i>	
Overview	<p>This full-time position manages the operations and maintenance of the Kansas Alpha Pi Beta Phi at the University of Kansas in Lawrence, KS. This position will also provide onsite support to members of Pi Beta Phi and contract employees and vendors to foster a safe and enjoyable environment furthering a positive member experience.</p>
Key Responsibilities	<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>Supervise CHC contract employees.</p> <p>Responsible for the smooth operation of the kitchen and food service. Works in partnership with the kitchen staff of Greek House Chef to ensure a positive environment and dining experience for the chapter and guests</p> <p>Partner with Greek House Chef to order food and supplies for the house as needed.</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>Provide key onsite response in the case of emergency or other matters of significant concern in and around the chapter house. Communicate effectively with CHC, AAC, and encourage chapter members to follow proper emergency procedures. Reviews safety protocols with any arranged supervision for approved vacations.</p> <p>Serves as an ambassador of the organization. Fosters relations with the University, peer groups and House Directors through personal visits and participation in community and campus events.</p> <p>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.</p> <p>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, and state, federal laws. 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>



Job Title: House Director	
Key Responsibilities Continued	<p>Must be onsite, overnight, 7 nights per week except when prior arrangements have been made and approved by CHC. 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>
Reporting Relationships	<p>Reports directly to the CHC.</p> <p>Works in partnership with all onsite vendors.</p>
Qualifications	
Education/Knowledge/Experience	<p>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, parents, staff and CHC. Bachelor's degree, Greek experience, and property management experience are preferred. Must be able to relocate to Lawrence, Kansas.</p>
Skills and Abilities	<p><u>Collaborative Style:</u> builds strong partnerships and alliances with others by identifying mutual goals and fostering open dialogue; approachable.</p> <p><u>Self-Directed and Motivated:</u> plans and executes work for self and others efficiently and effectively, demonstrates personal flexibility and resilience to achieve results.</p> <p><u>Credibility:</u> trusts others and is trusted. Maintains confidentiality</p> <p><u>Problem Solving:</u> solves difficult and complex problems with practical, effective solutions; agile.</p> <p><u>Conflict Management:</u> finds common ground and gets cooperation with minimum noise; reads situations quickly and is good at focused listening</p> <p><u>Servant Leader Role Model:</u> 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>