



## House Director

Tuscaloosa, Alabama

Regular Full-time (Benefits eligible)

**Closing at:** May 24 2024 at 22:55 CDT

**Pay Grade/Pay Range:** Minimum: \$48,600 - Midpoint: \$60,800 (Salaried E7)

**Department/Organization:** 870302 - Greek House Directors

**Normal Work Schedule:** Monday - Friday 8:00am to 5:00pm; weekends may be required.

**Job Summary:** The Greek House Director manages day-to-day operations and staff for a Greek residential facility.

**Additional Department Summary:** This Greek House Director position is a twelve month live-in position for the Pi Beta Phi sorority. The position often serves external constituents such as House Board members, alumni, volunteers, parents and vendors who provide services for the house on a regular basis and, therefore, must be accessible 24/7. This professional staff member must be able to follow established emergency procedures, notify local authorities and University officials, and guide staff while maintaining the proper resident focus. This position is challenging and requires diplomacy as well as good judgment and familiarity with University and community resources.

**Required Minimum Qualifications:** High school diploma or GED.

**Skills and Knowledge:** Must have working knowledge of computers and software such as Excel and Word in addition to email capabilities.

**Background Investigation Statement:** Prior to hiring, the final candidate(s) must successfully pass a pre-employment background investigation and information obtained from social media and other internet sources. A prior conviction reported as a result of the background investigation DOES NOT automatically disqualify a candidate from consideration for this position. A candidate with a prior conviction or negative behavioral red flags will receive an individualized review of the prior conviction or negative behavioral red flags before a hiring decision is made.

**Equal Employment Opportunity:** The University of Alabama is an Equal Employment/Equal Educational Opportunity Institution. All qualified applicants will receive consideration for employment or volunteer status without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, pregnancy, age, genetic or family medical history information, disability, protected veteran status, or any other legally protected basis, and will not be discriminated against because of their protected status. Applicants and employees of this institution are protected under Federal law from discrimination on several bases