

## **THE TEXAS ETA CHAPTER OF PI BETA PI AT TEXAS A&M UNIVERSITY**

**This full-time House Director position is in College Station, Texas and manages the operations and maintenance of the sorority house at Texas A&M University. The House Director 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. The Texas A&M Pi Beta Phi house is an off-campus house located on sorority row.**

### **Key Responsibilities:**

Manage house operations including overseeing the opening of the house at the beginning of the term, the closing at the end of the term and the opening and closing on all official holidays and breaks throughout the school year.

Partner with Chapter House Corp (CHC) leadership to maintain a maintenance schedule. Direct day-to-day activities of house, house employees, food service providers and supervision of other vendors/contractors such as cleaning staff, if applicable, to provide a positive housing experience for the chapter.

Recommend site-specific safety measures and procedures and help enforce mechanisms to ensure safety measures are taken to provide a safe and secure living environment for chapter members.

Supervise CHC 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, CHC and HR, if applicable.

Under the direction of CHC, will employ and supervise Dining Support Staff.

Provide key onsite response in the case of emergencies or security incidents or other matters of significant concern in and around the chapter house. Communicate effectively with CHC and encourage chapter members to follow proper emergency and security procedures.

Serve as an ambassador of the organization, engage vendors as necessary, oversee and provide input for contractor food and supply orders for the house as needed within compliance of CHC 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.

Foster relations with the campus, CHCs, Fraternity Housing Corporation (FHC), peer groups and other House Directors through personal visits and participation in community events. Serve as a positive role model for members and an ambassador for the organization. Stay informed on campus trends and issues to effectively communicate with the members and serve the organization. In collaboration and with guidance from Executive Council, is available to attend chapter and community-related events.

Responsible for notifying necessary stakeholders of violations of the CHC Rent Agreement, chapter house rules, bylaws, regulations, and policies set forth by the campus, city, 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, Pi Beta Phi policies and procedures and campus 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 for other CHC approved adult supervision. House Director receives all campus 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.

The Texas Eta House Director is permitted to have 2 weekends off per semester, with CHC permission, provided that a suitable adult substitute is available and acquired by the House Director and approved by CHC.

Includes a 40-hour workweek with a private, live-in apartment with a living space, bedroom, and private bath. Utilities are provided, and meals are provided when the collegians are residing in the house similar to their schedule.

Possess a valid driver's license and personal automobile with valid insurance.

**Organizational Relationships:**

Reports directly to CHC.

Supervises other facility employees and approves employee hours in time recording system.

**Education/Knowledge/Experience:**

Ability to perform basic computer functions, including Microsoft Outlook, Word, Excel, Adobe PDF documents, email, scanning, faxing, and enter data into the access control system. Strong communication and interpersonal skills. Able to work, interact, and communicate verbally and in written format effectively with CHC, chapter, campus, alumnae, active membership, and FHC.

Previous experience as a sorority house director and/or working with college students is preferred.

**Skills and Abilities:**

Collaborative Style: builds strong partnerships and alliances with others by identifying mutual goals and fostering open dialogue; approachable.

Self-Directed and Motivated: plans and executes work for self and others efficiently and effectively, demonstrates personal flexibility and resilience to achieve results.

Credibility: trusts others and is trusted. Maintains confidentiality.

Problem Solving: solves difficult and complex problems with practical, effective solutions; agile.

Conflict Management: finds common ground and gets cooperation with minimum noise; reads situations quickly and is good at focused listening.

Servant Leader Role Model: 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 culture and values.