

<i>Job Title: Full-Time House Director</i>	
Overview	This full-time position manages the operations and maintenance of the house, 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.
Key Responsibilities	<p>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. Perform regular maintenance and repair checks throughout the house and property on a regular basis.</p> <p>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, if applicable, to provide a positive housing experience for the chapter.</p> <p>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.</p> <p>Supervise Chapter House Corporation (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.</p> <p>Provide key onsite response in the case of emergencies or other matters of significant concern in and around the chapter house. Communicate effectively with CHC and encourage chapter members to follow proper emergency procedures.</p> <p>Serve as an ambassador of the organization, engage vendors as necessary, order food and supplies 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.</p> <p>Serve as hostess for events held at the house. Be present for the event and be available for the preparation of the event, unless prior arrangements have been made with CHC.</p> <p>Foster relations with the campus, CHCs, Fraternity Housing Corporation (FHC), peer groups and House Directors through personal visits and participation in community events.</p>

	<p>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.</p> <p>Responsible for notifying necessary stakeholders of violations of the 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.</p> <p>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.</p> <p>Must be onsite, overnight, 7 nights per week except when prior arrangements have been made for other 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.</p> <p>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.</p>
<p>Reporting Relationships</p>	<p>Reports directly to CHC. The supervision and management of the House Director is solely the responsibility of CHC.</p> <p>Supervises other facility employees and approves employee hours in time recording system.</p> <p>Work closely with members of the chapter's Alumnae Advisory Committee (AAC) and chapter's Parents Club President.</p>
<p>Qualifications</p>	
<p>Education/Knowledge/Experience</p>	<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 CHC, campus, alumnae and FHC.</p>
<p>Skills and Abilities</p>	<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>

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.