

Full-Time House Director



Overview

This full-time position manages the operations and maintenance of the Arkansas Alpha chapter 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

- 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.
- Oversee various facilities maintenance by directing the day-to-day activities of various vendors including but not limited to cleaning, handyman, electrical, plumbing, landscaping and such.
- Supervise Chapter House Corporation (CHC) employees and ensure efficiency of staff through ongoing training, instruction, counseling and leadership.
- 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.
- 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.
- Serve as an ambassador of the organization and hostess of various events for the chapter, local alumnae, visiting officers and guests.
- Foster relations with the campus, neighbors, peer groups and other House Directors on campus through personal visits and participation in community events.
- 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.***
- 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 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.
- 40-hour workweek with a private, live-in apartment with a living space, bedroom, and private bath. Utilities are provided. Meals are provided when the collegians are residing in the house.

Reporting Relationships

- Reports directly to Arkansas Alpha Chapter Housing Corporation.
- Supervises other facility employees (kitchen) and coordinates the approval of employee hours with the Head Chef and outside accounting firm.

Education/Knowledge/Experience

- 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 and alumnae.

+ Skills and Abilities

Needed Skill	Details
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.