

Assistant Director of Housing

Job Title: Assistant Director of Housing

Salary Type: Exempt

Reports to: Housing Director

Effective: As soon as possible

PRINCIPAL OBJECTIVE:

This full-time exempt-level position manages Fraternity Housing Corporation (FHC) facilities & employees and supports Chapter House Corporations (CHCs) to ensure a positive housing member experience.

CORE RESPONSIBILITIES:

- Educate Chapter Leadership Teams and Alumnae Advisory Committee members on the annual FHC/chapter rental agreements and housing operation costs based on individual chapter facility budgets.
- Direct day-to-day management of facilities while researching and providing counsel on specific facility needs.
- Build relationships with FHC chapters and serve as the main liaison for chapter leaders and AACs in the region.
- Manage local employees for assigned FHC chapters, including House Directors, chefs, housekeepers and houseboys. Partners with Human Resources on elevated employment concerns.
- Drives consistent communications with national vendor partners, alumnae, International officers and local employees, as well as Headquarters staff to manage people and processes.
- Partner with Human Resources to manage recruiting, training and development of FHC local chapter employees.
- Execute plan to ensure a seamless transition of properties into FHC, when appropriate.
- Partner with FHC Finance team on monitoring and understanding FHC chapter budgets, capital expenditure projects and long-range plans.
- Approve FHC chapter invoices and payroll, ensuring expenditures are reasonable and appropriate.
- Provide support on an as needed basis during housing-related emergencies and crisis communication situations.
- Builds relationships with CHCs as appropriate and supports them through elevated housing and employment situations as needed.
- Partner with Marketing and Communications for alumnae relations and newsletter support.
- Other duties as assigned.

CORE COMPETENCIES:

Effective Communication: Possesses strong oral and written communication skills.

Problem Solving: Solves difficult and complex problems with practical, effective solutions; agile and resourceful; takes initiative to research and brainstorm viable solutions.

Planning & Execution: Plans and organizes work effectively; manages time efficiently, completes multiple tasks on time.

Member Focus: Is dedicated to meeting the expectations and needs of members; ensures first-hand information is obtained and used to improve programs and services.

Service Focus: Recognizes and values the importance of service to others.

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

Change Management: Demonstrates personal flexibility and resilience.

Credibility: Adheres to and advocates Pi Beta Phi values, policies and guidelines; is accountable and expects accountability from others, trusts others and is trusted; maintains confidentiality.

Technical Skills: High level of proficiency with use of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), database software and the Internet.

SELECTION CRITERIA (Knowledge, Skills and Abilities):

Bachelor's degree in a business or communications related field with minimum of five years of experience in an office setting or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.

ADDITIONAL INFORMATION:

Moderate travel required

DIRECTLY SUPERVISES THE FOLLOWING: FHC local staff including House Directors, chefs, house keepers and house boys