

***Job Title: House Director***

<p><b>Overview</b></p>	<p>This full time exempt level position manages the operations and maintenance of the house, provides onsite support to the women residing in the house and directs employees and vendors to foster a safe and enjoyable environment furthering a positive member experience.</p>
<p><b>Key Responsibilities</b></p>	<p>Manage house operations and maintenance schedule. Direct day to day activities of, property management company, food service provider and other vendors/contractors, as applicable, to provide a positive housing experience for the chapter.</p> <p>Create site specific safety measures and procedures and enforcement mechanisms to ensure safety measures are taken to provide a safe and secure living environment for chapter members.</p> <p>Supervise employees and ensure efficiency of staff through ongoing training, instruction, counseling and leadership.</p> <p>Provide key onsite response in the case of emergency or other matters of significant concern in the chapter house. Communicate effectively with stakeholders impacted.</p> <p>Serve as an ambassador of the organization and plan for, engage vendors as necessary and hostess events for the chapter, local alumnae, visiting officers and guests.</p> <p>Foster relations with the University, peer groups and House Directors, Chapter House Corporations (CHCs) through personal visits, participation in community events and the like.</p> <p>Serves as a positive role model for the women and ambassador for the organization. Stays informed on campus trends and issues to effectively communicate with the women and serve the organization.</p> <p>Comply with all local, state and federal laws, Pi Beta Phi policies and procedures and University guidelines.</p>
<p><b>Reporting Relationships</b></p>	<p>Reports directly to the local Chapter House Corporation or Fraternity Housing Corporation Supervises other facility employees.</p>

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**Qualifications**

<b>Education/Knowledge/Experience</b>	Basic computer and office equipment skills. Strong communication and interpersonal skills. Able to work effectively with residents as well as University, alumnae and CHC.
<b>Skills and Abilities</b>	<p><b><u>Collaborative Style:</u></b> builds strong partnerships and alliances with others by identifying mutual goals and fostering open dialogue; approachable.</p> <p><b><u>Self Directed and Motivated:</u></b> plans and executes work for self and others efficiently and effectively, demonstrates personal flexibility and resilience to achieve results.</p> <p><b><u>Credibility:</u></b> trusts others and is trusted. Maintains confidentiality</p> <p><b><u>Problem Solving:</u></b> solves difficult and complex problems with practical, effective solutions; agile.</p> <p><b><u>Conflict Management:</u></b> finds common ground and gets cooperation with minimum noise; reads situations quickly and is good at focused listening</p> <p><b><u>Servant Leader Role Model:</u></b> 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 organizations cultures and values</p>