

Chapter House Director – Position Description

I. REQUIREMENTS

- a. Employment outside of the House Director position must not be more than 20 hours per week without specific approval of Assistant Director of Greek Facilities.
- b. House Director may not be an enrolled undergraduate student and cannot be a graduate of the employing chapter within the past five years without permission of Assistant Director, Greek Facilities

II. SUPERVISION

- a. Supervision performed by chapter Housing Corporation (unless actions of chapter warrant sole House Director supervision by the Office of Fraternity & Sorority Life).
- b. Regular meetings with Assistant Director, Greek Facilities.
- c. Semester evaluations performed by chapter Housing Corporation in consultation with OFSL Housing Coordinator.
- d. Monthly House Director meetings run by OFSL Housing Coordinator

III. TRAINING

- a. Annual House Director Training Retreat, held in August before opening of Fall Semester, and again in January for the Spring Semester.
- b. On-going training at monthly House Director meetings.

IV. RESPONSIBILITIES

- a. Assist in providing a positive developmental living experience for chapter house residents.
- b. Develop and implement programs which respond to the specific needs of the chapter.
- c. Create and maintain an accurate roster of chapter house occupants and their rooms. Ensure that the Chapter President keeps this information accurate in the University's STARS system.
- d. Complete written reports, attend scheduled meetings, and perform other duties as assigned by the Office of Fraternity & Sorority Life and the chapter House Corporation.
- e. Report and respond to emergency maintenance issues.
- f. Maintain and review log of all maintenance work orders, calls, etc.
- g. Assist in coordinating house management, including kitchen operation, security and safety procedures, and reporting maintenance problems.
- h. Ensure compliance with the policies, rules and regulations, as stated and implied by the University, the general fraternity/sorority, the House Corporation and undergraduate chapter, particularly as stated in the House Corporation's lease agreement with the University and the House Directors Manual.

- i. Maintain regular awareness of house conditions through daily walk-throughs and meetings with House Manager.
- j. Issue keys and maintain key records.
- k. Ensure that all facilities-related projects (painting, patching, adding fixtures, etc.) are coordinated with the Housing Coordinator or Assistant Director, Greek Facilities, through use of the Project Request Form (located in the House Director's Manual).
- l. Ensure the proper use and oversight of the house card access system.
- m. Manage allocated operational budget if assigned.
- n. Supervise all house personnel (cooks, caterers, cleaning service, etc.) and contract services (housekeeping, grounds, etc.) and ensure that all contracted services are performed as agreed.
- o. Coordinate house inspections (fire, health, safety) with appropriate University departments.
- p. Additional responsibilities may also be assigned by House Corporation.

V. QUALIFICATIONS

- a. Interest in personal growth and development of students, particularly members of Greek organizations.
- b. Possess skills, attitudes, and abilities to facilitate such growth.
- c. Ability to serve as a role model.
- d. Management skills appropriate to the outlined responsibilities.