

POSITION TITLE:

House Director

Essential Job Duties

The Valparaiso University Phi Kappa Psi House Director position is a part-time live-in position responsible for several functions which are crucial to the student development and operational functions of the fraternity facility and the community within. This is a brand-new housing facility to be completed in August of 2020. Primary responsibilities include managing the day-to-day operations of the chapter house to include handling all administrative tasks, security of the facility, environmental safety, oversight of the physical structure and its grounds, repairs and maintenance, cleanliness, and basic financial matters.

SPECIFIC RESPONSIBILITIES:**Advising**

- Create a sense of community by promoting peer accountability among facility residents.
- Directly advise the undergraduate House Manager(s) for the organization.
- Provide training on organizational and university policies reinforcing community standards.
- Meet regularly with organization leadership, advisors, and House Corporation volunteers.
- Advise student residents on the development and implementation of programs, applicable policies and procedures, risk management, issues management, leadership development and organization management.
- Lead and/or assist in the planning, hosting and/or presentation of programs to meet the developmental needs of members.
- Maintain an environment conducive to student academic success and safety.

Leadership

- In conjunction with the House Corporation; Provide leadership, administrative operations, programming and facilities management in a residential house composed of 30-40 student members.
- Make informed decisions based on a clear understanding of the impact and consequences involved.
- Foster and maintain an open and inclusive community within the facility.
- Serve as a communication link between the Office of Fraternity and Sorority Life, the House Corporation, and residents.
- Exercise good judgement and remain unbiased and impartial while addressing facility related issues.

- Participate in area decision-making regarding policies, procedures, programs, and facilities management.
- Oversee daily operations including facilities, overall resident management, occupancy management, and financial budget management to ensure a positive, healthy and safe living-learning environment for our residents.
- Work in cooperation with the facility Chef to offer a balanced and healthy meal plan.

Policy Enforcement

- Respond appropriately to student concerns and manage student issues.
- Follow all University policies, procedures, and guidelines including safety, civility, information security and non-discrimination policies and procedures.
- Consult with the Chapter Advisor and/or Assistant Dean of Students for Fraternity and Sorority Life to refer cases to the Phi Kappa Psi National Office, Office of Fraternity and Sorority Life, or other appropriate entity.

Crisis Management and On-Call Responsibilities

- Make appropriate referrals to University support services such as Academic Advisors, Counseling Center, Student Health Center, etc.
- Respond to emergencies and provide leadership in crisis situations.
- Primarily reside onsite overnight.
- Demonstrate ability to work effectively under pressure.
- Practice effective communication with University administration, organizational leadership and, if applicable, emergency personnel.

Facilities

- Coordinate inspections as required by the University, state, federal, or local agencies.
- Tour structure and grounds on a regular basis to identify facility needs.
- Solicit building improvement ideas from residents.
- Work in conjunction with the Office of Fraternity and Sorority Life staff and organizational leadership to ensure the community is well maintained and a safe environment for residents.
- Oversee all major and minor repairs.
- Other duties as assigned.

INTERNAL RELATIONSHIPS:

Reports to the House Corporation Board of Directors. Works closely with all chapter officers, Office of Fraternity and Sorority Life staff as well as the Chapter Advisor and Chef.

QUALIFICATIONS:

- Excellent organization and communication abilities.
- Strong interpersonal skills including the ability to work with college students.
- Positive solution-focused attitude.
- Ability to interact professionally with students, parents, staff, organization alumni and volunteers, service providers, and campus partners.
- High school Diploma or GED equivalent required; Bachelor's degree recommended.
- Previous house director, property management, residence life, Greek-lettered organization or other group living preferred.
- Goal and team oriented, able to work closely with people while exhibiting a positive attitude.
- Well organized and able to work and make sound decisions under pressure and within tight deadlines.
- Ability to perform basic functions of Email, Microsoft Word and Excel and scanning PDF files.
- Must pass a criminal background check.

BENEFITS

- Competitive salary.
- Brand New Facility
- One-bedroom suite complete with living space, kitchen, office, laundry, full bath, and semi-private access.
- Two meals per day Monday through Friday.
- Reserved parking.

Job Type: Part-time

Experience:

- supervisory: 1 year (Preferred)

Education:

- Bachelor's (Preferred)