

Greek House Director, 2008-2009

- Position Purpose:** To provide administration of a Greek house, and advisory support for one fraternity or sorority house with 5 to 41 residents.
- Supervisor:** Director and Coordinators of Greek Affairs
- Time Commitment:** 10 hours per week. The actual time commitment varies during the semester, with greater commitment around opening and closings, and during pre-service training.
- Contract Dates:** August 3, 2008 – May 15, 2009 – Occupancy of the apartment/room is from July 25, 2007 through June 26, 2009 (staff wishing to reside in the apartment during the summer term may arrange for work hours).
- Remuneration:** Furnished apartment or room, with private bath, a 10% discount at the University Bookstore, and meal plan valued at approximately \$2,700 will be provided during the period of employment. Meal service is not provided during academic breaks and at times when the dining halls are closed. Internet connection and reserved parking space are also provided. All utilities including water, heat, electricity, local phone service with voicemail, and cable TV service are provided. The total package is valued at approximately \$9,700.

Basic Position Responsibilities

1. Participate in the training program from August 3 to August 8, 2008 (additional days, dates to be specified)
2. Participate in staff development programs of Greek Affairs, Residence Life and the Division of Student Affairs
3. Attend weekly Greek House Director meetings each Monday at 8:30 a.m.
4. Submit a weekly report on the chapter, housing operations and scholarship issues to supervisor by 8:00 a.m. Monday mornings
5. Attends at least one NPHC, GIB, IFC, and Panhellenic event and at least one Late Night Event per semester. Numerous opportunities will be made available
6. Uphold all University, Residence Life, and Greek Affairs policies
7. Act as a role model for students understanding that this position is a highly visible one on campus
8. To not engage in any inappropriate relationships with students
9. To be a visible presence in the chapter house including eating at least one meal weekly in the chapter house with chapter membership Monday-Thursday.
10. Be available to assist with Homecoming, Family Weekend, Sibling weekend and other special events related to the chapter and Greek Affairs
11. Attend and support Division of Student Affairs and Department of Residence Life events including but not limited to MLK Jr. Celebration, Dance Marathon, etc.

Chapter Interaction & Programming

1. Work with the chapter officers to promote a positive living/learning environment
2. Work with the chapter officers to enforce all University, Residence Life and Greek Affairs policies
3. Hand deliver discipline/judicial letters in a timely manner, as appropriate
4. Meet weekly with the chapter president
5. Meet weekly with the house manager
6. Work with the chapter officers on scholarship issues
7. Attend at least two chapter meetings a month to ensure a visible and supportive staff presence
8. Meet with the national headquarters staff when they are in town

9. Provide strong support for chapter recruitment efforts
- 10. Conduct a meeting with the advisor and scholarship chair at the beginning of each semester**
- 11. Conduct a meeting with the advisor and chapter president, together, each semester**
12. Meet with the chapter scholarship chair three times a semester (beginning, middle, end)
13. Respond to crises that may occur in the chapter house and assist/provide support/guidance/expertise to chapter members in responding to, and handling crises
14. Be visible to students and parents and at special chapter events if invited
15. Perform such duties as agreed upon with the housed sorority/fraternity executive leadership
16. Work with chapter president on roster updates (chapter and housing)
17. Work with chapter president on submitting forms and paperwork to Greek Affairs (officer updates, anti-hazing agreements, etc.)
18. Provide advisory support to the chapter on issues such as recruitment, and scholarship, leadership, award nominations, etc. as appropriate

Facilities Management

1. Conduct a daily walk-through of the entire facility (common access and floors)
2. Conduct facility walk-through with custodial staff and Building Maintenance Officer at least once a semester
3. Manage the check-in and check-out procedures for all residents, including related paperwork each semester
4. Serve as a liaison to the Office of Residence Life for Facilities and Operations issues
5. Work with the chapter officers on maintaining an attractive, clean house
6. Ensure that work orders and daily maintenance are followed up on
7. Conduct house meetings at the beginning and end of each semester and before Thanksgiving and Spring break to ensure policies are followed
8. Perform all opening and closing duties during all breaks (Thanksgiving, Winter, Spring, and closing)
9. Perform an inspection of the facility, including individual rooms, each semester
10. Perform a fire drill each semester

On-Call Duties

Serve on the Greek Affairs on-call rotating schedule, including attendance at late-night NPHC events while on-call. Staff may be asked to be on-call during a University break for students staying in the Greek houses.

Perform other duties as assigned

THIS JOB DESCRIPTION, INCLUDING TRAINING DATES AND ASSIGNED DUTIES, IS SUBJECT TO REVISION.