

## PURPOSE

The House Director's primary responsibility is to manage a gracious, fiscally sound, well-organized, healthy, safe and secure chapter facility. Qualified individuals will demonstrate the skills and abilities necessary to perform the duties outlined below. This is a full-time, residency-required position. The chapter facility is a smoke-, alcohol-, drug-, pet-, and firearm-free housing environment.

## RESPONSIBILITIES

- Live on-site throughout the term of employment as defined in the House Director offer letter.
- Observe and honor all Fraternity housing policies and chapter house rules.
- Be familiar with Fraternity policies when applicable.
- Serve as the facility manager.
- Supervise the opening and closing of the facility each term, including all necessary reopening and closing maintenance needs.
- Oversee food service and kitchen management.
- Arrange routine services such as cleaning, equipment maintenance, landscaping, pest control, and required facility inspections.
- Respond to emergency maintenance needs appropriately (e.g., power outages, leaks, etc.).
- Manage all deliveries and repairs.
- Be able to locate and operate all major utility cutoffs.
- Work with the Fraternity Housing Corporation and the Fraternity finance team to maintain best financial practices.
- Compile, maintain and manage necessary emergency preparedness supplies (e.g., first-aid kit, severe weather kit, fire extinguisher inspections, emergency exit lighting, etc.).
- Perform a nightly security check of the house upon closing hours.
- Serve as a representative of the Fraternity Housing Corporation to the chapter and its guests when called upon to do so. Attend chapter-sponsored events held at the facility.
- Provide a comfortable and inclusive living environment for members and their guests by promoting social graciousness in all aspects of daily living.
- Set office hours when your door is open to the members in order to inspire regular and supportive communication.
- Encourage a warm, friendly and supportive atmosphere.
- Foster appropriate communication and respect among members.
- Other duties as assigned.

## POSITION REQUIREMENTS

- Bachelor's degree or equivalent experience in business, hospitality or a related field.
- Driver's license.
- Ability to perform basic to intermediate functions of Microsoft Outlook, Word and Excel.
- Ability to work independently and maintain confidential information.

- Ability to maintain communication with chapter members through various channels (e.g., text, phone call, group messaging platforms, online video calls, etc.).
- Strong interpersonal and proven managerial skills.
- A calm demeanor exhibiting approachability, patience, and adaptability is beneficial.
- Ability to perform normal physical functions, including lifting, bending and stretching.
- Previous house director or property management experience is preferred.
- Desired traits include excellent communication skills with a positive, solution-focused attitude and the ability to interact professionally and diplomatically with members, students, parents, alumnae, service providers and university/community resources.

#### POSITION BENEFITS

- Room and board with utilities included.
- Newly renovated facility with private suite/kitchenette/bathroom/laundry facilities.
- Designated parking space.
- Compensation range competitive; commensurate with experience.

Kappa Kappa Gamma is committed to building and maintaining a workplace that reflects human diversity and is committed to equal opportunity and eliminating discrimination and harassment.