

PURPOSE

The Housing Operations Coordinator provides administrative support to the Director of Housing and assists with all aspects of housing operations support. This position serves as a point of contact for House Board volunteers, chapter members, and parents regarding housing issues.

RESPONSIBILITIES

- Update and maintain data for facilities and house corporations, including housing profiles, lease agreements, and governance documents.
- Serve as a liaison between Kappa Kappa Gamma, universities and the Fraternity's insurance company to ensure compliance with safety requirements and standards.
- Ensure House Board/House Director rosters are updated and that information is correct in the database.
- Track the progress of current fundraising/renovation campaign approvals.
- Confirm tax-exempt statuses and IRS reporting. Confirm that state incorporation requirements have been met. Complete reinstatement paperwork when necessary.
- Assist with developing strategies to communicate with House Boards regarding events, resources, policy changes, etc.
- Assist with recruiting and/or training House Boards as needed in combination with other relevant staff.
- Assist House Board volunteers with any resources needed to perform their officer duties and protect their assets.
- Other duties as assigned.

POSITION REQUIREMENTS

- Bachelor's degree.
- Excellent written and oral communication skills and exemplary customer service skills.
- Strong project management skills with meticulous attention to detail.
- An ability to work independently, meet strict deadlines and maintain a positive attitude.
- Knowledge of the fraternal experience is preferred.
- Some travel may be required.