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**Position:** House Director

**Type:** Full-Time Salary

**Summary:** The house director (HD) plays a vital role in the living, learning and leading environment of the collegiate member of Tri Delta. She works with the House Corporation to provide a safe, secure and comfortable environment for both resident and non-resident members of the chapter.

Job responsibilities are site specific and may range from directly managing the chapter facility, assisting chapter officers with chapter operations as needed, providing emergency support, serving as hostess of the chapter facility, performing administrative work directly related to the general business operations of the chapter facility, and offering moral and logistical support for chapter priorities, programs and initiatives.

**Qualifications:**

- 5 + years of related experience preferred
- Bachelor's degree from an accredited college or university preferred
- Possesses project management, housing staff relations, customer service, and safety standards skills
- Possesses skills to operate a computer including web browsing, email, and Office products.
- Meet specified physical requirements of lifting no more than 35 lbs, standing, walking and climbing stairs daily.
- Ability to speak and read English
- Ability to model, teach, and promote Tri Delta's employee values
- Ability to use proper discretion and independent judgment in carrying out the primary roles and responsibilities of the position.

**Reports To:** Tri Delta Housing Supervisor

**Supervises:** Dining Assistants

**Primary Roles:**

- Promote a healthy and safe living environment by promoting and supporting all policies and procedures, as set forth by Tri Delta, chapter housing policies, university, and federal, state and local regulations.
- Reside in the chapter facility full time and as needed during breaks.
- Manage the daily operations of the chapter facility by maintaining a safe, clean and pleasant living environment for resident and non-resident members.
- Supervise chapter contractors and promote positive vendor relations—including food operations, housekeeping service, general maintenance, and any other regular service.
- Recommend, validate and manage the scope of work for all contractor and vendors and the successful completion of that work
- Provide safety, security, and emergency support for chapter members, guests, vendors contractors, and other services providers and the property.
- Collaborate with chapter officers—specifically the House Manager Collegiate Officer—as well as the chapter's advisory team to support the overall goals of the house corporation and the specific collegiate chapter
- Work with the house corporation to manage housing-related budget items—including contractor bids, household supplies, food service, cleaning, and general maintenance and repair costs
- Coordinate facility opening and closing events

**Primary Responsibilities:**

- Follows all Tri Delta Fraternity and chapter policies, procedures, and guidelines.
- Successfully manages the daily operations of the facility by performing administrative work directly related to the general business operations of the facility and establishing and maintaining a rapport with the chapter.

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- Works with vendors and contractors to determine the appropriate type of materials, supplies, machinery, equipment, or tools to be used, or stocked to facilitate both the operations and the safety of the chapter and its residents and guests.
  - Reports violations of chapter facility rules and policies to the chapter standards committee, house manager and/or advisor. The house director is not expected to nor permitted to discipline chapter members.
  - Open and close the chapter facility in collaboration with the House Manager Collegiate Officer before and after each vacation period at the hours and dates specified by the house corporation and resident contracts.
  - Establishes an orderly environment through proper supervision of contractors, structure, and grounds.
  - Communicates manages the safety and security precautions and procedures for the property including residents, guests, vendors, contractors, and suppliers.
  - Collaborates with the House Manager Collegiate Officer to establish and carry out safety and security procedures.
  - Collaborates with the House Manager Collegiate Officer to comply with local, state and federal ordinances and required safety and security processes and procedures.
  - Ensures that the chapter facility is clean, orderly and free from unnecessary hazards and dangers.
  - Offers logistical support for chapter priorities, programs, and initiatives.
  - Establishes and maintain vendor relationships for the procurement of all goods and services necessary for the efficient operation of the facility.
  - Works with the house corporation to respond in a timely manner to all maintenance requests submitted by chapter members.
  - Collaborates with Chapter Officers and House Corporation to facilitate the planning and management of the operations budget for the facility.
  - Report to the house corporation any action necessary to properly maintain the chapter facility, its furnishings and equipment, and grounds; Advise when items or supplies need to be replaced and/or repaired and recommend capital improvements as needed throughout the year and when requested by the house corporation.
  - Oversee the cleaning of the facility and all furnishings as needed during vacation periods and prior to the opening of the house. This includes the proper storage of facility supplies and equipment.
  - Reconciles and report all expenditures as outlined by the chapter and/or house corporation.
  - Follows expense approval and expense reporting processes and procedures.
  - Serves as liaison for contractor, vendor or service provider to house corporation for remit of payment for their services
  - Submits all work hours during each pay period in accordance with procedures in the online payroll system.
  - Oversees the operation of dining services, including menu preparation, purchasin, and special events.
  - In collaboration with the chapter and house corporation, establish kitchen and dining operations policies and procedures, and clearly communicate to all facility employees.
  - Perform general duties as assigned.