FRATERNITY HOUSE MANAGER, 2009-10

Position Purpose: To provide administrative and supportive services to the chapter members residing in the assigned facility.

Supervisor: Director of Fraternity & Sorority Life

Time Commitment: 5 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 15, 2009 – April 28, 2010

Remuneration: Current minimum wage per hour for 5 hours per week with a maximum of 20 paid hours per month.

Basic Position Responsibilities

1. Participate in staff development programs of Fraternity & Sorority Life
2. Attend weekly Fraternity House Manager meetings (TBD)
3. Submit a weekly report on the chapter housing operations and needs to supervisor by 8:00 a.m. Tuesday mornings
4. Attend a bi-weekly One-on-One with the Director of Fraternity & Sorority Life
5. Uphold all University, Residence Life, Fraternity & Sorority Life and Inter/National Headquarters policies
6. Act as a role model for students understanding that this position is a highly visible one on campus

Chapter Interaction

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, Fraternity & Sorority Life and Inter/National Headquarters policies
3. Meet weekly with the chapter president
4. Attend chapter meetings weekly to make announcements and ensure a visible staff presence
5. Coordinate the monthly damage statement meeting with the chapter president/treasurer to review assigned charges.
6. Counsel students and respond to crises that may occur in the chapter house
7. Be visible to students and parents
8. Perform such duties as agreed upon with the housed fraternity executive leadership
9. Work with chapter president on housing roster updates
10. Check the Chapter Mailbox located in Fraternity & Sorority Life at least twice per week

Facilities Management

1. Conduct a daily walk-through of the entire facility (common access and floors)
2. Manage the check-in and check-out procedures for all residents, including related paperwork each semester
3. Serve as a liaison to the Office of Fraternity & Sorority Life for Facilities and Operations issues
4. Work with the chapter officers on maintaining an attractive, clean house
5. Submit online work orders and ensure daily maintenance are followed up on
6. Conduct house meetings at the beginning and end of each semester and before Thanksgiving and Spring break to ensure policies are followed
7. Perform lock-out services for members following the University guidelines
8. Perform all opening and closing duties during all breaks (Thanksgiving, Winter, Spring, May Term and closing)
9. Perform an inspection of the facility, including individual rooms, each semester
10. Perform a fire drill each semester
Perform other duties as assigned