

House Director Position Description (10 hours per week)

I. Basic Function and Responsibility

- A.** The Greek Life House Director is a 10-month live-in position that assists the Greek Life staff in completion of activities and tasks involving the administration and operation of the building, serves as a resource and paraprofessional counselor, monitors and documents student conduct, and reports and monitors building operations within an assigned facility. The House Director assists the chapter by working with the chapter's leadership, executive board, and individual members. The time commitment of the position is 10 hours per week, with 8 of those hours being in the office and 2 of the hours working within the houses.
- B. Compensation**
 - 1. A furnished apartment: one bedroom with kitchen (please note that the Alpha Phi House Director will be provided a bedroom with shared bathroom and kitchen)
 - 2. A stipend of \$2,000/semester (includes price of parking pass that House Director is responsible for) upon completion of the expectations outlined below
 - 3. Ability to request that a partner/dependent reside in the apartment (excluding Alpha Phi)
 - 4. Small caged pets and cats allowed in apartment, upon approval
 - 5. Summer housing available for multi-year employment contingent on ability to maintain a 5 hour per week work expectation

II. Position Duties and Responsibilities

- A. General**
 - 1. Complete Housing Responsibilities
 - a) Processing check outs
 - b) Maintenance requests
 - c) Closing the chapter houses at the end of the semesters
 - 2. Biweekly meetings with presidents and house managers
 - 3. Planning at least one program per facility each semester
 - 4. Serve as a positive role model for the campus community
 - 5. Keep alert to early signs of potential problems and work with the Manager for Culture of Care and the Associate Director of Greek Life to institute preventive and intervention measures
 - 6. Be knowledgeable of and adhere to the Mental Health/Medical Protocol when responding to crisis situations
 - 7. Establish positive working relationships with Housekeeping and Facilities Staff
 - 8. Serve as a liaison between chapters and on and off campus resources
 - 9. Attend Trainings (typically beginning of August and January with other dates as needed)
 - 10. Attend monthly staff meeting

11. Work on collaborative staff project

B. Housing

1. Serve as a liaison between the Office of Greek Life and Office of Housing
2. Schedule and perform Greek Housing walkthroughs in coordination with Assistant Director of Greek Housing
3. Schedule and coordinate House Manager Meetings
4. Plans and facilitate House to Home programming in coordination with Assistant Director of Greek Housing
5. Provide housing related to support to fellow House Directors
6. Assist Manager for Culture of Care in coordinating House Director Trainings and Meetings
7. Assist in the collection of Greek Meal Plan information
8. Plan Housekeeper Appreciation Events
9. Create and maintain meeting agendas for House Director and House Manager/President meetings.
10. Work with the house managers to provide various tools in order to ensure houses are well-equipped with any needed information

C. Citizenship

1. Aid in various tasks as assigned by the Manager of Culture of Care
2. Assist the Manager of Culture of Care with the advisement of the Citizenship Council and its committees in its development and progress through discussions and meetings
3. Co-Advise Assistant Vice Presidents of Citizenship and Safety and Wellness committee
4. Directly advise and support the planning and execution of Sexpo(?), Citizenship Reception, and Fresh Check Day.
5. Assist in assessing Citizenship programs, work collaboratively with the House Director assigned to assessment
6. Provide Citizenship programming for individual chapters upon request
7. Assist with Culture of Care Institute Planning
8. Provide assistance in the development of Citizenship based programming

D. Leadership

1. Assist the Manager for Greek Councils with the coordination and facilitation of community leadership development programs (including StrengthsQuest, Big Mentoring Training, New Member Education Training, Academy and Jumpstart)
2. Assist the Associate Director of Greek Life in the advising of Order of Omega, Greek Leadership Honorary
3. Co-Advise the Order of Omega Pytte Cup Coordinator and assist with the management of the Pytte Cup process (Greek Community Leadership awards process)

4. Assist the Associate Director of Greek Life and Vice President's of Administration in the creation, implementation, and delivery of community restorative practices training.
5. Provide leadership development programming to individual chapters per request.
6. Assist in assessment related to leadership programs. Work collaboratively with the House Director assigned to assessment.
7. Assist the Associate Director of Greek Life, Manager of Greek Councils, and Greek Leadership Interns with any additional projects.

E. Assessment

1. Assist with all GLO assessment projects (including, but not limited to Mitchell's Survey, Health Index, etc.)
 - a) Work collaboratively with Associate Director to establish priorities and timelines for each project
 - b) Collect all necessary data from Greek Life in to develop necessary materials for reporting purposes
 - c) Assist with analyzing data and providing recommendations
 - d) Develop comprehensive reports to help support the GLO, IFC/PHC, and individual chapter decision making
2. Work with Manager for Greek Councils to promote/market the assessment projects to the community as well as promote the data collected
3. Support GLO Staff (Full Time, HD, student staff) along with student leaders with individual assessment projects
4. Assist with the Culture of Care mapping and assessment of assets

F. Marketing

1. Assist in developing, evaluating and executing Greek Life Office marketing strategy to parents, alumni, campus community and other key stakeholders
2. Assist in advising student leaders on their marketing initiatives and branding
3. Report on trends and track data within CWRU greek and campus community and national college student experience
4. Manage identity and integrity of the Greek Life Office Brand
5. Proof, coordinate and edit Annual Report
6. Include Culture of Care into marketing and messaging of programs and outcomes to assist in driving engagement

G. Application Requirements

1. All applicants must have obtained a bachelor's degree prior to the Fall 2020 academic semester to qualify for the graduate staff positions, or are in the final year of a bachelors/masters degree program.
2. Graduate staff are preferred to be enrolled as a part-time/full-time degree-seeking graduate student.

3. Graduate staff will limit outside employment to graduate assistantships, CWRU student employment, or part-time work that does not exceed a total of 20 hours per week excluding academic recesses.
4. Applicants must be available to work the complete term of this position (August 1, 2020 - May 31, 2021). If your graduate program conflicts with the contract dates, please notify in writing to mxd583@case.edu.

H. Application Timeline

1. January 20th: Application opens for 2020-2021 academic year candidates
2. February 17th-28th: Eligible candidates will be interviewed on a rolling basis
3. March 13th: New staff offers extended on a rolling basis
4. April 16th: Candidate deadline to accept or decline an offered position