

# House Director Position Description

## I. BASIC FUNCTION AND RESPONSIBILITY

The House Director is assigned to assist 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 5 hours per week, with 4 of those hours being in the office. The House Director is supervised by the Manager for Culture of Care.

## II. POSITION DUTIES AND RESPONSIBILITIES

### A. Student Involvement

Conduct a meeting once a semester with house residents to cover Housing and University policies and regulations, security, safety and fire drill procedures.

Conduct weekly meetings with the House Manager and monthly meetings with the Chapter President.

Work with chapters to identify meaningful programming addressing at least of on the following areas of Citizenship, Scholarship, Leadership or Ritual.

Become familiar with on and off-campus resources for issues/problems and serve as a resource for chapter members.

Assist students with identifying personal/ emotional problems and referring to appropriate resources.

### B. Administrative

Meet at least bi-weekly with the Manager for Culture of Care. Also, meet and consult with the staff of the department, as appropriate, to communicate problems and general information.

Respond to situations of inappropriate student conduct by correcting the behavior. Incident reports should be filed when the misconduct is serious or is reoccurring.

Complete room inventory process, key dispersal and collection process, room changes and other tasks associated with resident arrival and departure.

Follow-up on work orders and monitor building maintenance.

### C. Staff-Related

Serve as a positive role model for the campus community.

Keep alert to early signs of potential problems and work with the Coordinator of Greek Residential Education and Culture of Care to institute preventive and intervention measures.

Be knowledgeable of and adhere to the Mental Health/Medical Protocol when responding to crisis situations.

### C. Management

Establish a working relationship with Housekeeping Staff and Facilities Staff to enhance the student living environment and ensure good staff relationships.

### **III. SUPERVISION RECEIVED**

Direction is received from the Manager for Culture of Care.

### **IV. COMPENSATION**

A furnished apartment: one bedroom with kitchen

A stipend of \$850.00/semester upon satisfactory completion of the above outlined expectations.

Amenities: computer network access and basic cable access

Ability to request that a partner/dependent reside in the apartment

Small-caged pets in the apartment, upon approval

Summer housing available for multi-year employment

Library access through OHIO Link or Case graduate student status

Access to the Veale Athletic Center

If staff members choose to bring a car to campus, they are responsible for purchasing their own parking pass.