

ALPHA GAMMA DELTA

JOB DESCRIPTION

- Ensures a safe and productive environment for collegians and staff.
- Manages chapter/campus crisis as it relates to chapter residents.
- Observes Alpha Gamma Delta/Beta Omicron policies and procedures.
- Enforces house rules.
- Works closely with the collegian property advisor to maintain a safe and clean living environment.
- Inform Property Advisor or Chapter Advisor of maintenance needs.
- Works with the kitchen and housekeeping staff while coordinating input from the collegians and Property Advisor.
- Works with Property Coordinator to ensure house duties are completed and house supplies are plentiful.
- Communicates house maintenance issues to the Property Advisor.
- Assists Property Coordinator in managing monthly meal menu/weekend food ensuring that meals are well balanced and ensuring that home supplies are in stock
- Communicates any unusual trends and/or problems within the chapter to the Property Advisor or Chapter Advisor.
- Adheres to campus, sorority and chapter policies and rules.
- Communicates regularly with chapter President and Property Advisor.
- Models and Encourages proper communication and respect among members.
- Assists in ensuring safe departure of chapter members before a chapter function
- Provide supportive counseling to members as needed.
- Creates a comfortable atmosphere within the chapter house.

REQUIRED SKILLS

- Excellent communication and organizational skills
- Ability to work independently
- Ability to maintain confidential information
- Ability to perform basic functions of Internet, Google Docs, Microsoft Outlook, Word and Excel such as simple spreadsheets and scanning of PDF files
- Positive solution-focused attitude
- Ability to interact professionally and diplomatically with students, parents, alumnae, service providers and community resources
- Strong interpersonal skills including the ability to work with college-age women, mediation skills, patience, flexibility and a sense of humor
- Ability to climb up and down several flights of stairs and lift 25 pounds if necessary

Must have a valid driver's license

Must have a Bachelor's Degree and be currently enrolled at Illinois State University as a graduate student.

TIME COMMITMENT and BENEFITS: Flexible Forty hour work week with a private suite and utilities, cable and internet provided. Must be onsite, overnight, 7 nights per week except when prior arrangements have been made with the Property Advisor or Chapter Advisor. All meals will be provided when the collegians are present in the home.

**This is a smoke, drug/alcohol, animal and firearms free environment.

Interest may be expressed to Natasha Nunoo-Ponder nuponder@gmail.com