



Job Details: House Director

Job Location: Tri Sigma Chapter House at 306 W Willow St, Normal, IL 61761

Position Type: Contract/Part Time

Education Level: Bachelor's Degree

Compensation: \$12.5 an hour; room and board provided

Description

The house director (HD) plays a vital role in the living and learning environment of the collegiate member of Tri Sigma. She works with the House Corporation Volunteers and the landlord 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 point of contact for 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

- 1 + 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 use proper discretion and independent judgment in carrying out the primary responsibilities of the position.

Primary Responsibilities

- Follows all Tri Sigma 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.
- Works with landlord, 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.
- Reports violations of chapter facility rules and policies to the chapter advisory board, house manager and 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 Managers 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 Managers to establish and enforce chores for live-in members.
- Collaborates with the House Managers 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.
- Establishes and maintain vendor relationships for the procurement of all goods and services necessary for the efficient operation of the facility.
- Works with the landlord to respond in a timely manner to all maintenance requests submitted by chapter members
- Report to the landlord 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.
- 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 landlord.
- Serves as liaison for contractor, vendor or service provider to landlord for remit of payment for their services
- Tracks all working hours via given spreadsheet on Tri Sigma House Director portal.
- Collaborates with dining services, including menu preparation, purchasing, special events, and allergy information.
- Perform general duties as assigned.