Job Title: Fraternity and Sorority Life House Director
To Apply: Send your resume and cover letter directly to getinvolved@du.edu with “FSL House Director” in the subject line
Priority Deadline for Application: by May 15, 2017

Office Information/Purpose:
The Office of Student Engagement is committed to enhancing the educational mission of the University by encouraging student involvement where experience is the foundation for learning, providing opportunities for life skills development, and fostering a sense of community where all members feel supported, valued, and challenged.

Job Summary/Position Details:
The House Director (HD) holds a 20 hour/week appointment with the Office of Student Engagement, and reports directly to the Assistant Director of Student Engagement, as well as the House Corporation Board of the chapter with whom they reside. The HD shares the responsibility for the operation of a co-educational facility in which they strive to promote academic success, personal development, and inclusive communities. The HD is responsible for the daily oversight of the chapter facility, in conjunction with the House Corporation Board to ensure that the property meets University standards regarding life and safety expectations.

Required Qualifications:
- Candidates must have an earned Bachelor’s degree and be enrolled at the University of Denver
- A demonstrated commitment of inclusive excellence
- Excellent organizational, planning, interpersonal and communication skills
- Ability to work independently and as a team member
- A genuine interest and satisfaction in working with students, University staff, fraternal organizations and their volunteers

Preferred Qualifications:
- Preference will be given to members of inter/national organizations, but all students are welcome and encouraged to apply
- Interest, desire and/or experience in the field of student affairs, specifically, fraternity and sorority life and housing and residential education
- Previous experience working for an inter/national organization, or housing and residential education is strongly encouraged

Summary of Responsibilities: (including, but not limited to)
There are unique aspects with each HD position at the University of Denver. Each HD is expected to fulfill the following responsibilities, in addition to others that may be assigned throughout the year:

Facility Management
- Coordinate necessary work for facility, in conjunction with the Department for Facility Management, House Corporation Board, and house manager
- Provide monthly reports, including life safety issues, work order requests, and overall state of the facility, to the Office of Student Engagement and to the House Corporation Board
- Work with outside vendors, as appropriate and necessary
- Work closely with House Corporation Board, the Chapter Advisor and appropriate student officers
- Assist House Manager in:
  - Conducting weekly walk-throughs of the facility
  - Submitting work orders in a timely fashion and follow-up with responsible parties
• Be present for all Facility and Campus Safety inspections by the University

Administration
• Be willing to learn and use OrgSync and Star Rez for necessary administrative tasks
• Implement check-in and check-out procedures during opening and closing periods each quarter
• Maintain accurate occupancy reports and paperwork associated with assignments
• Work with House Corporation Board and Office of Student Engagement to facilitate room change, when necessary
• Work with House Corporation Board to create and maintain accurate budgeting system for programming and building budgets
• Serve on weekly Greek Life On-Call (GLOC) duty rotation. The GLOC must remain close to campus and can be reached 24 hours/day in order to respond to emergencies and/or requests for assistance in the fraternity and sorority properties

Policy Implementation
• Be educated on the rules and regulations of the University of Denver Student Code of Conduct, Fraternity and Sorority Life Risk Management Policy, the inter/national organization, and state, local and federal laws as they pertain to the facility
• Understand and assist in implementing inter/national organization policy
• Conduct one program with the chapter and/or House Manager during the first two weeks of the Fall and Winter quarters for residents in the facility to become familiar with rules, regulations, fire drills, evacuation plans and behavioral expectations
• Address inappropriate behavior and policy violations following appropriate guidelines, as specified in the inter/national organization and University policy and procedures
• Document incidents in the house and submit to appropriate persons

University and Organization Liaison
• Participate in University sponsored, semi-annual training in August and January
• Attend monthly HD meetings with the Office of Student Engagement
• Assist in the enhancement of communication between the chapter and all facets of the University
• Participate in Office of Student Engagement meetings, as requested
• Actively commit personally and professionally to diversity, multiculturalism, and inclusive excellence initiatives brought forth by Office of Student Engagement and University of Denver community

Individual Student Development
• Meet with students to discuss concerns regarding the chapter, classes, or other related items
• Be knowledgeable about University of Denver services and opportunities available to students
• Be knowledgeable about Fraternity and Sorority Life policies, procedures and expectations
• Act as a referral agent to other University resources, as necessary

Compensation:
• Stipend: Varies upon property
• Housing: one-bedroom apartment in an on-campus fraternity/sorority house with all utilities, cable, and internet paid
• Meal Plan: Varies upon property