

Sorority House Director

Live-in House Director Position for immediate start in Ithaca, NY

Phi Mu Fraternity is a women's organization which provides personal and academic development, service to others, commitment to excellence and lifelong friendship through a shared tradition. Phi Mu promotes vibrant living, encouraging members to achieve their personal best.

Job Description is generally comprehensive, but is neither inflexible nor exhaustive:

1. Chapter House Management

- Supervise the opening and closing of the house for each semester and break.
- Confirm that the house is maintained in good order throughout the semester.
- Encourage cooperation and concern of the residents in maintaining a secure house.
- Supervise the physical protection of the house and property including equipment and furnishings as well as provide an inventory at the start and end of each semester.
- Oversee the kitchen staff, cleaning staff and any service companies that need access to the property and coordinate routine maintenance.

2. Chapter Members

- Create a natural and courteous atmosphere in the house.
- Meet with the chapter as a whole as well as residents to provide clear direction on house rules and expectations over the course of the semester.
- Hold office hours every day and be available to members.
- Set a good example of manners and acceptable social procedure.
- Form lines of communication such as BAND, GroupMe or similar apps and establish communication boards within the house.
- Communicate regularly with the Chapter President and House Manager.
- Perform/Oversee check-in and check-out procedures of each resident at the opening and closing of each semester.

3. Responsibilities outside the Chapter House

- Communicate and report remotely with National Headquarters Staff on a regular basis.
- Uphold University, Fraternity and Chapter policies and regulations.
- Monitor campus announcements and attend any University provided professional training or meetings affecting Greek Living.
- Discuss affairs of the house and the members with designated officers of the Fraternity and the University only.

Position Requirements:

1. Excellent communication and organizational skills.
2. Ability to work independently and interact with college age women, parents and alumnae.
3. Ability to maintain confidential information and use discretion.
4. Remote communication capability: emailing, printing and scanning.
5. Ability to speak and read English.
6. Valid Driver's License.
7. Pass a background check.
8. Ability to climb up and down several flights of stairs and lift 25 pounds if necessary.

Time Commitment and Benefits:

1. Up to an eight hour day, forty hour work week.
2. House Director must be onsite seven days a week from 10:00 p.m. – 8:00 a.m. unless prior arrangements have been confirmed.
3. Meals provided Monday-Friday at the chapter house when resident meals are provided.
4. Furnished bedroom, den and bathroom inside the chapter house for a single person; no separate entrance.
5. Please note this facility is a smoke, alcohol, weapon, illegal substance and pet free environment.

If you would like to apply for this position, please send your resume to Sheila Mendoza, Director of Housing Phi Mu National Headquarters, by email at smendoza@phimu.org and contact Sheila by phone during business hours EST at 770-632-2101.