

Miami Chapter of Alpha Delta Phi (ADPhi)

Miami Realty Association of Alpha Delta Phi, aka Miami Alumni Council (MAC)
Miami University

Job Description

Position: House Director			
Employee Name:		FLSA Status: Non-Exempt	
Reports to: President, Miami Alumni Council (MAC)		Compensation: House Director suite, chapter meal plan, and stipend, plus liability coverage extended from Alpha Delta Phi International	
Employee Signature:	Date	Miami Alumni Council Signature:	Date
<p><u>General Description</u></p> <p>The House Director must possess superb coaching, advising, communications skills, and managerial skills. He/she must be comfortable working closely with collegiate men and women, alumni volunteers, staff, and vendors. As the official host of the chapter house, he/she must be accessible and approachable, and at the same time the House Director must also understand the need for leadership, discretion and confidentiality as warranted. Attention to detail, ability to influence, and careful record-keeping are also important attributes. In addition to the specific duties detailed below, the House Director shall perform such other job duties as assigned from time to time.</p>			
<p><u>Hours Per Week:</u> 15-20 hours per week and must live in housing provided at 22 S. Campus as part of employment</p>			
<p><u>OSHA Exposure:</u></p> <p>Routine []</p> <p>Non-Routine []</p> <p>Emergency: [X]</p> <p>Respirator Required: No</p>		<p><u>Physical Requirements Key:</u></p> <p>N = Not at all</p> <p>O = Occasionally (<33% of time)</p> <p>F = Frequently (34-66% of time)</p> <p>R = Regularly (>66% of time)</p>	
<p><u>Populations Served / Age Specific:</u></p> <p>[X] Adult - >18+ yrs</p>		<p><u>Physical Requirements of Position:</u></p> <p>Sedentary</p> <p> Lift/transfer up to 10 lbs: F</p> <p> Carry up to 10 lbs: F</p> <p>Light</p> <p> Lift/transfer 11-20 lbs: O</p> <p> Carry 11-20 lbs: O</p> <p>Moderate</p> <p> Lift/transfer 21-50 lbs: O</p> <p> Carry 21-50 lbs: O</p> <p>Heavy</p> <p> Lift/transfer 51-100 lbs: O</p> <p> Carry 51-100 lbs: O</p> <p>Very Heavy</p>	

	Lift/transfer > 100 lbs: N Carry > 100 lbs: N
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Abbreviations Used

- ADPI Alpha Delta Phi International Fraternity Headquarters
- MAC Miami Realty Association of Alpha Delta Phi Board, aka Miami Alumni Council
- EC Executive Council of undergraduate chapter officers
- CA Chapter Advisor/Faculty Advisor

QUALIFICATIONS: **Required:** Bachelor’s degree or equivalent experience in business, human resources, hospitality or related field; minimum 23 years of age; and possess a valid driver’s license. Must be physically active and able to perform normal physical functions, including lifting, bending and stretching. Undergraduate students are not eligible.

Preferred: Previous experience as a fraternity house director and/or working with college students.

Preferred Personal Attributes:

- Knowledge of Chapter and University traditions and regulations
- Enthusiasm, friendliness, approachability and a genuine interest in students
- High ideals and moral integrity
- Alertness, adaptability, and courage
- Ability to use tact, keep confidences, and be impartial
- Organized manager/administrator with attention to detail
- Even-keeled, a problem solver with good common sense
- Knowledge of social etiquette
- Ability to mingle with people
- Ability to give assurance to others of less experience
- Ability to see personal problems revealed in group activities

SUMMARY: The primary expectation of the House Director is to work in partnership with the chapter’s Alumni Council (MAC), Chapter Advisor (CA) and undergraduate Executive Council (EC) to maintain a fraternity chapter house environment at 22 S. Campus Ave. that is safe, supportive of members’ academic pursuits, compliant with all applicable rules and laws, and conducive to the growth of fraternal brotherhood among the members.

DUTIES AND RESPONSIBILITIES:

25% Facilitate adherence to all rules and regulations as they apply to the fraternity chapter:

1. Become familiar with and comply with all pertinent rules, regulations, policies, by-laws and constitutional requirements of the MAC, ADPI, the chapter, Alpha Delta Fraternity, the University Interfraternity Council and Miami University.
2. Cooperate with the MAC, ADPI, EC and the chapter in ensuring the enforcement of those rules. The enforcement role of the House Director is to provide guidance and oversight to undergraduates for adherence, to help prevent violations, and to report violations to the chapter president or MAC President, as required. The chapter must hold members accountable.

25% Be present and available for education and development of the chapter and its members:

1. Be responsive and sensitive to the cultural and ethnic differences among chapter members and chapter visitors
2. Provide a supportive environment conducive to chapter members' social, educational and emotional development
3. Be present in the chapter house every night when chapter members are present, unless excused or on approved leave
4. If personal business requires that the House Director be away all night, that must be mutually agreeable in advance with the Chapter President or his designee. And in that case the House Director must be reachable
5. Be at the house at 22 S. Campus Ave. for all chapter scheduled social events
6. Arrange reasonable off-duty times to ensure personal privacy and let chapter members know which times are reserved as private time
7. Insure that while not on site at 22 S. Campus Ave. the MAC President or his designee and the chapter president know where you are or how you can be reached
8. Be available to provide support or guidance for a member with an illness or a personal problem if requested by that member. The House Director should be available and act as a firm, wise and mature friend. If warranted or requested, the House Director should make professional recommendations to manage issues in the personal affairs of a member.

20% Coordinate with the Executive Council to ensure support of chapter operations, chapter activities, and chapter risk management:

1. Meet with the MAC for reports and recommendations
2. Attend EC meetings as required to address housing issues and offer suggestions for the improvement of house conditions and operations. The house director does not participate in regular chapter meetings unless invited by the chapter president to do so
3. Maintain confidentiality with respect to any and all chapter and personal affairs, remaining loyal to the chapter and individual members at all times
4. Report any damages, fire or accident to the MAC, and periodically recommend any maintenance needs to the MAC
5. Inform the President and MAC of any inspection of the house by insurance adjusters, fire department, government agencies, University officials or others concerned with

- the maintenance, safety and security of the house, and forward copies of any related correspondence or written reports of same to the President and MAC
6. Participate in semester-end damage inspections at the request of the MAC
 7. Be available to assist with any emergencies in the house following the Insurance company and undergraduate Risk Managers Emergency Procedures
 8. Oversee the undergraduate house manager with cleaning and minor repairs and any workers employed for such purposes
 9. Meet with Chapter President at least monthly
 10. Communicate with Chapter Advisor/MAC President at least twice monthly
 11. Serve as a counselor and mentor to the chapter members
 12. Provide oversight and wise counsel to undergraduate Risk Manager
 13. Meet with the undergraduate House Manager weekly and attend house meetings upon request
 14. Report any housing problems or concerns to the MAC President and CA
 15. Help develop and assist in implementation of house rules
 16. Assist undergraduate House Manager in directing a fire drill and tornado drill each semester
 17. Knowledge of Miami Alpha Delta Phi traditions and chapter celebrations
 18. Introduce themselves to new members and assure with the EC that the new member initiation period complies with University requirements

20% Provide Oversight and Guidance on Property Management:

1. The House Director shall support the EC with their day to day management of the Chapter House
2. Receive e-mail approval or written approval from the MAC before making significant purchases or initiating any new projects or repairs. Verbal approvals are given only in emergencies
3. Make recommendations to the MAC Board on facility maintenance and repair needs
4. Assist the MAC Board in overseeing current year capital improvement projects that have been approved by the MAC for the local facility
5. Mid-year, work with the CA and the undergraduate House Manager to identify the chapter's "wish list" for capital improvements for next academic year. Once the list is made and housing needs are prioritized, the House Director and the undergraduate House Manager convey that information to the MAC Board
6. Immediately inform the MAC Board of any damage to the facility's common areas or any damage that could be filed as an insurance claim
7. Work with the MAC to complete and annually maintain a housing inventory listing for insurance purposes
8. Oversee the chapter House Manager (undergraduate brother) to open and close the house before and after each vacation period as defined in the housing lease agreement and the MAC

5% Act as an official host:

1. Assure with the undergraduate EC that recruitment practices at 22 S. Campus Ave. comply with University regulations
2. Set an example to members in the development and reinforcement of social courtesies and care and maintenance of the chapter house
3. Learn the names of undergraduate brothers and frequent visitors
4. Meet with local alumni members and MAC as called for
5. Meet with visiting national officers and leadership consultants, if requested, to present personal views of the conditions of the chapter house and chapter

5% Build campus and community relations:

1. Establish rapport with other Greek house directors
2. Knowledgeable about University resources for crisis management which include emergency situations and wellness related issues facing the chapter members
3. Knowledge of Miami University traditions, regulations and the Student Code of Conduct
4. Participate in campus activities, training workshops, and any House Director meetings directly involving fraternity house directors
5. Establish rapport with the City of Oxford and the Miami University Police Department
6. Keep a binder of all inspection reports from the Office of Insurance, Loss Control and Claims (Fire Safety inspections) and from the Office of Environmental Health & Safety (kitchen inspections)
7. Familiar with the University and chapter literature for House Directors

OBLIGATIONS OF THE CHAPTER TO THE HOUSE DIRECTOR

The undergraduate members of the Miami Chapter of Alpha Delta Phi have an obligation to keep the House Director well informed regarding Chapter activities and accord him/her a high level of consideration and courtesy. There are some specific things for which the Chapter should be responsible in its relationship to the House Director. The following list mentions most of them.

- The House Director is to be informed immediately of any incident or event that may be a violation of University or Fraternity regulations
- It should be automatic, each fall, to provide the House Director with a list of all members, both live-ins and live-outs, that includes telephone numbers and email addresses and the make, model and license plate numbers of their personal car.
- A list of parents' names, addresses and telephone numbers shall be provided for emergency purposes
- The social chair should provide the House Director with a weekly or monthly social

calendar and always check with the House Director in advance regarding all chapter events and all occasions when guests are invited

- The House Director should be informed of all scheduled chapter functions and activities
- Report special fraternity events as soon as possible, such as visits by national officers, alumni sponsored functions, Founder's Day, Homecoming functions, Parent or Alumni events, etc.
- The House Director should be provided copies of fraternity magazines and newsletters
- The House Director should be invited to meetings concerning house matters, special conduct, etiquette, etc.
- Introduce guests to the House Director
- The House Director should know what the policy is regarding guests, and who will pay for their attendance at an activity requiring a fee.
- The House Director should be informed immediately regarding the outcome of chapter elections and supplied with a list of new officers with accompanying telephone numbers and e-mails.

TIME SHEETS: The House Director is responsible for accurately recording hours worked on a time sheet in order to document compliance with Federal and State Wage and Hour Regulations. All working time must be recorded. The House Director is a part-time employee and is expected to work 15-20 hours per week, on a flex work schedule, including weekends, to fulfill the duties of the position; provided, however, the House Director's hours per workweek excludes sleeping time, meal time, or other free time when he/she is free from all duties and may leave the chapter house or stay at the chapter house for purely personal pursuit. The House Director shall submit a request, in writing, to the MAC President for permission to work any additional hours in excess of 15-20 hour per week work requirement. The House Director must seek such permission prior to the start of that workweek, except in a case of an emergency. Time worked in excess of 15-20 hours per workweek must be recorded and will be compensated in compliance with Federal and State Wage and Hour Regulations. "Workweek" is defined as seven calendar days, beginning on Monday morning and ending the following Sunday evening.

IN ORDER TO APPLY FOR THIS POSITION PLEASE SUBMIT A COVER LETTER AND RESUME TO:

Stefan Davis at: ssdavis@iupui.edu
Rocco Manzo at: manzora@miamioh.edu
Ralph Herda at: ralherda@gmail.com

For information or questions: Stefan Davis 317-287-4076

Position is open until filled.