

## 2017 – 2018 House Manager Job Description

### Administration of Fraternity House

- Be the first resident to arrive in the Fall and last resident to depart in the Spring semesters to oversee accurate check-in and check-out procedures.
- Have a thorough knowledge of all Inter/National Fraternity and University policies.
- Preside over room assignment process, including obtaining contracts from residents, monitoring and documenting room changes, distributing and collecting keys, and preparing room condition reports.
- Coordinate with University administrators as needed (e.g., Residential Computing, Mail services, Athletics, WUPD).
- Complete and submit forms to the Coordinator for Student Involvement and Leadership (Facilities) (e.g. room rosters, inspection reports) to meet required deadlines.
- Communicate regularly and/or upon request with fraternity House Corporation or chapter advisor.
- Meet with the Program Coordinator for Fraternity/Sorority Life, as required.
- Attend the pre-opening training, spring Leadership Seminar, and bi - weekly House Manager meetings.
- Report incidents of theft, vandalism, fire or other threatening activity to WUPD and the Program Coordinator for Fraternity/Sorority Life
- Oversee the distribution and storage of University owned furniture located within houses managed by Campus Life.
- Complete other duties as assigned.

### Maintenance

- Receive work order requests from members and submit to Campus Life.
- Continually evaluate facility, noting opportunities for preventative maintenance.
- Work closely with Facilities Planning and Management Purple Zone supervisor and mechanics.
- Meet with service providers as needed.
- Assist in the coordination of receiving supplies and deliveries to the house.
- Oversee member involvement in house cleaning and enforce agreed upon house living conditions.

### Safety / Security

- Have a working knowledge of fire-safety equipment and how to report when equipment is tampered with.
- Develop and clearly post evacuation routes and assembly points in case of fire.
- Inspect house monthly, addressing fire-safety concerns as necessary, and prepare appropriate documentation.
- Serve as point of contact to University administration case of any emergency.
- Monitor compliance with health code requirements.
- Prepare house for closing at appropriate time of year (Thanksgiving, Winter Break, Spring Break, Summer) and preparing appropriate documentation.
- Assist with semi-annual fire department inspections.

- Report any violation of University or Fraternal policy to the Chapter President and/or the Program Coordinator for Fraternity/Sorority Life.

### **Chapter Development**

- Educate chapter members and new members about the responsibilities and obligations of living in the fraternity house (financial, behavior, cleaning).
- Serve as resource / referral officer to members if in need of services provided within the University.
- Communicate frequently with chapter president regarding concerns with use of the house
- Present safety programs to entire chapter.
- Ensure that planners of fraternity events (social, brotherhood, Thurtene chairs) are well informed of fire code regulations and those regulations are adhered to.

### **Role Modeling & Attitude**

- Convey a positive attitude towards Campus Life and its duties and responsibilities.
- Comply with the University's and Inter/National Organizational policies and procedures.
- Act as a positive role model both for members of the Greek community and other Washington University in St. Louis students.
- Treat fellow employees and students with courtesy and respect.

### **Selection**

- House Manager selection process will take place in March.
- Each chapter will need at least 2 men to apply who qualify for two of the three requirements:
  - Lived in the house for at least one semester
  - Affiliated at least 1 academic year
  - 2.5 cumulative GPA
- The potential House Manager must be a member of the Fraternity, or University student, if applying for a House Manager role in Non-Fraternity University owned by Campus Life.
- The potential House Manager must commit to returning to campus early for training prior to the Fall semester and Spring semester, if necessary.

### **Compensation**

- The House Manager will receive a housing credit from Campus Life as compensation.
- If the chapter loses the privilege of Campus Life managed housing for any reason, when the house is closed, the House Manager will no longer hold their position or be compensated.
- Stipend Guidelines:
  - The House Manager retains the exclusive right to their housing credit.
  - The fraternity may not take, or otherwise require, a donation of the House Manager housing credit.
  - The fraternity may not raise the dues, impose fines, or require additional fees of the House Manager.