House Manager Job Description

**GENERAL STATEMENT:** The House Manager's responsibility is to work actively with individuals in obtaining their maximum growth potential from their University experience. Although the House Manager’s job responsibilities reflect an emphasis on personal relationships, staff members are also expected to encourage students' responsibility for behavior, complete administrative tasks, provide community building, and work as a team member promoting hall unity.

**REPORTS TO:** The House Manager reports to the House Director in his/her Greek living unit.

**RESPONSIBILITIES:**

I. **STUDENT DEVELOPMENT:**

A. Get to know all the students in your living unit and encourage and provide opportunities for the students to interact and get to know one another.

B. Show concern and be available to students with personal, academic and vocational problems. Refer them, when necessary, to the proper campus service and provide follow-up after referral.

C. Discuss the reasons for having rules and regulations and advise students of all University policies. Adhere to all Residence Life, Greek Life, and University rules and regulations in personal conduct.

D. Document and confront all those who fail to adhere to the Code of Social Conduct, residence life and Greek life regulations, including the Greek Hazing Policy, and refer them to the appropriate judicial agency.

E. Inform students of fire and safety precautions, and check fire equipment daily.

F. Be available to respond to emergencies and student concerns.

G. Participate in the On-Duty schedule.

H. Be familiar with Emergency Procedures and be able to respond appropriately.

I. Report and follow-up with student absences.

J. Report building damages immediately and determine students' responsibility.

K. Help with opening and closing of his/her Greek living unit.
L. Keep bulletin boards up to date.
M. Update records and file forms.
N. Check your House Manager mailbox daily.
O. Participate in Greek living unit room selection.
P. Complete and follow-up maintenance reports on a timely basis.
Q. Maintain room inventories and living unit rosters.

II. COMMUNITY BUILDING:
A. Facilitate, coordinate or present with the House Director house events or programs.
B. Encourage students to attend Greek 101 and other Greek life sponsored educational programs.
C. Attend as many house events as possible.
D. Work with Chapter Executive Board in the coordination and participation of Greek events and other programming functions.
E. Check phone and e-mail daily and respond in an appropriate time frame.
F. Deliver daily building mail.

III. STAFF DEVELOPMENT:
A. Attend all Staff Meetings, Workshops, Pre and In-Service training.
B. Meet regularly with House Director.
C. Work closely with all other staff to resolve problems.
D. Provide feedback about building programs to help benefit future training.
E. Assist and support Residence Life Office and Office of Greek Life committees and task forces as personal time and energy allow.

IV. EVALUATION:
A. House Managers will be evaluated by their House Directors, the Greek Life Housing Coordinator, and the Director of Greek Life.