

SIGMA NU FRATERNITY 1824 Fraternity Park Drive

Epsilon Eta Chapter Knoxville, TN 37916

**House Director Job Description**

**Position Responsibilities:**

* The Fraternity House Director is required to live in the fraternity house.
* Participate in the UTK House Director Training Program at the start of the fall and spring semesters.
* Attend a monthly meeting of the Fraternity House Directors as scheduled and sponsored by UTK.
* Become knowledgeable of the Alumni Board\* and UTK programs, resources, and standards of conduct provided during training.
* Serve as a point of contact for the Alumni Board\* and UTK.
* Collaborate with the Alumni Board\* and the fraternity Alumni Advisor to ensure compliance with Chapter policies.
* Maintain visibility in the fraternity house via student interactions and engagement, acting as a positive role model for students living in and/or visiting the facility.
* Promptly report as needed to the Alumni Board\* any routine maintenance, damage or other facility concerns that need to be addressed.
* Assist the Alumni Board\* and UTK Student Life personnel to ensure house safety inspections and fire drills are completed by UTK.
* Respond to and manage emergencies as needed, and immediately report them to the Alumni Board.\*
* Maintain on-hand an up-to-date facility occupancy list.
* Meet cleaning service and walk/review needs of fraternity house each week.
* Work closely with Alumni House Manager and Chapter House Manager to keep the house in working order.
* Be present and organize the opening and closing of the fraternity house each semester.
* Attend one Chapter Executive Meeting per month.
* Attend Alumni Board meetings as requested.

**Required Qualifications:**

The minimum educational qualification for this position is a bachelor’s degree or equivalent professional experience. The Fraternity House Director cannot be a current undergraduate student. If the individual was affiliated with a sorority or a fraternity while previously attending UTK, they must be graduated from UTK for aminimum of two academic years before they can serve in this position. The applicant must successfully complete a criminal background check.

**Benefits:**

* Free furnished single occupancy room with utilities, cable and wireless internet provided.
* Free designated parking spot.
* Expenses incurred in the performance of the House Director duties will be reimbursed, as long as a valid receipt is provided and prior authorization has been obtained from the Alumni Board\*.
* Time periods away from the fraternity housing must be pre-approved by the Alumni Board.\*

\*Alumni Board – Housing Corp and Contact --- Bill Gallaher, Alumni Advisory Board Chair

 Alumni Advisory Board bill.gallaher69@gmail.com