

House Director Position Description

Overview:

The Office of Sorority and Fraternity Life is currently seeking individuals interested in serving as a live-in House Director for several fraternity on-campus residences. Working in collaboration with university staff, local Housing Corporation Boards and Inter/National Fraternity Headquarters, House Directors are an important partner in providing oversight to the residential facility, offering mentorship and guidance, and ensuring the health and safety of all residents.

Basic Position Responsibilities:

- Fraternity House Directors are required to live in an apartment in the fraternity house
- Attend fraternity house director training provided by the University of Tennessee at the start of the fall and spring terms
- Attend a monthly meeting of fraternity house directors sponsored by the University of Tennessee
- Be knowledgeable of House Corporation and University of Tennessee programs, resources, and standards of conduct as provided during training
- Serve as a point of contact for the House Corporation and the University of Tennessee
- Collaborate with the fraternity house corporation to ensure compliance with chapter policies
- Provide individual mentorship to fraternity members
- Maintain visibility in the fraternity house through student interactions and engagement
- Identify and report to the House Corporation any routine maintenance, damage, or other facility concerns
- Assist the House Corporation and the University of Tennessee to ensure routine house inspections and fire drills have been completed
- Respond to and manage emergencies as needed
- Maintain up to date occupancy lists

Required Qualifications:

- Minimum educational qualifications of a bachelor's degree. Must not be a current undergraduate student
- If the individual was affiliated with a sorority or fraternity at the University of Tennessee, Knoxville, they must be removed (graduated) from the University for a minimum of two academic years if candidate is a graduate of UTK
- Must complete a criminal background check

Benefits:

Amenities vary depending on particular residence, however common benefits offered may include;

- Free furnished single occupancy room within on-campus residential facility
- On-campus, resident parking spot
- Internet and Cable TV service
- Meal Plan provided by Fraternity and/or paid for University Meal Plan
- Vacation with prior approval by House Corporation Board

Interested candidates may send resume and contact information to Jennifer Pierce, Assistant Director of Sorority and Fraternity Life at jpierc23@utk.edu.

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