

Zeta Tau Alpha
House Director

Job Description

The House Director's primary responsibility is managing a well-organized, safe and secure, well operated, gracious sorority house.

Duties and Responsibilities

- Follows all ZTA National Policies and Procedures
- Creates and maintains a safe and productive environment for students and staff
- Manages and maintain various vendors
- Supervises kitchen and housekeeping staff
- Reports to Housing Corporation on major improvements and long term care needs to uphold a high quality facility
- Purchases kitchen, cleaning and other necessary supplies as needed
- Works with chapter Treasurer to maintain housing budget
- Oversees all major and minor repairs
- Adheres to campus, Fraternity and chapter policies and rules
- Communicates regularly with House Manager and Executive Committee
- Encourages proper communication and respect among members
- Sets an example for social graces and etiquette among members
- Must be onsite, overnight, 7 nights per week during school term except when prior arrangements have been made
- Serves as the official hostess for the chapter during events held at the house
- Creates a home environment within the chapter house

Qualifications and Skills

- Excellent organization and communication skills
- Ability to communicate through email and scan documents as needed
- Able to work independently and maintain confidentiality
- Positive solution-focused attitude
- Ability to interact professionally and diplomatically with students, campus administrators, parents, alumnae, vendors and advisors
- Strong interpersonal skills including the ability to work with college-age women. Must have patience, flexibility and a sense of humor.
- Ability to lift 25 lbs, as needed
- Able to climb several flights of stairs

Benefits

- Lodging, Utilities and most meals provided
- Health Insurance available
- Vacation schedule follows the student calendar

Job Type

- Full Time

Required Experience

- Property Management: 1 year
- Prior House Director experience preferred, but not required

Required Education

- High school degree

Job Location

- Atlanta, GA

** All Candidates must possess a valid driver's license and pass a background check

***This house is a smoke, drug, alcohol, firearms and animal free environment.

Interested candidates should email a resume and any references to:

Collete Peta, General Advisor

Colletep@gmail.com