Fraternity House Director  
Position Description

Function of the Position  
The primary function of the Fraternity House Director (FHD) is to support the missions and visions of the Office of Residence Life, the Office of Sorority and Fraternity Life, and the Division of Campus Life through providing leadership in community development, administration, advising, counseling and crisis management of a fraternity house. The FHD works collaboratively to create and maintain a safe, inclusive, and flourishing environment for the academic and personal growth of the students within an assigned living unit. Competency in trust building is at the cornerstone of success for the FHD.

Supervisor  
Residence Life – Complex Director, West Campus

Time Commitment  
15-20 hours per week. The actual time commitment varies during the academic year, with greater commitment around opening and closings and during pre-service training.

Contract Dates  
August 1st, 2015 – May 31st, 2015. FHDs may move into apartments on August 1st, 2015 and training begins on August 5th, 2015. Occupancy of the apartment is available during academic year breaks, including Fall Break, Winter Break, and Spring Break. FHDs who return for the following academic year are eligible to reside in their apartments over the summer break, with some exceptions in the case of renovation projects.

Fraternity House Director Responsibilities  
Community Development  
• Empower residents and Chapter leadership to create and shape community in the house.  
• Provide meaningful educational and co-curricular programming to support students’ growth and development as outlined by Residence Life and the Office of Sorority and Fraternity Life.  
• Be visible and accessible to address residents’ needs or concerns.  
• Maintain community standards through education, communication, and documentation.  
• Consult with professional staff members on conduct action as appropriate.  
• Demonstrate leadership by working with the Chapter to develop a space for students to be successful in their personal, academic, and professional pursuits.
• Act as a positive role model for both fellow staff members and residents by not participating in questionable and unethical behavior.

**Administration**

• Facilitate the check in, check out, room inspections, and damage billing processes at the open and close of each semester.
• Monitor the physical integrity of the space and report and follow-up on maintenance concerns.
• Attend weekly staff meetings. No commitment outside of academics will be considered before this meeting.
• Meet regularly with supervisor.
• Meet regularly with Chapter leaders, specifically the Chapter President and House Manager.
• Attend and participate in all selection, on-boarding, training, and evaluation processes as deemed appropriate by the supervisor and/or Residence Life.
• Fulfill responsibilities related to monitoring registered in house social events.

**Advising, Counseling, and Crisis Management**

• Serve as an advisor to the Chapter in regards to residential, social, and community issues.
• Be knowledgeable of university resources and provide appropriate referrals.
• Act as a mediator in conflicts among students.
• Educate residents about Residence Life and university policies.
• Assume scheduled on-call duty responsibility to ensure proper coverage as determined by the supervisor and/or Residence Life.
  o FHDs serve in an on call rotation that covers one half of the on-campus residential population and are on call for one week at a time. They should expect to be on call for approximately five total weeks throughout the academic year.
• Maintain on-campus presence for large scale community events including Homecoming and Dooley’s Week.
• Respond directly to crisis situations.
• Communicate and collaborate with the Office of Sorority and Fraternity Life on pertinent resident and Chapter concerns.

**Related Duties**

• Maintain confidentiality in all matters related to residents and student staff.
• Maintain clear communication lines with the Residence Life and Housing Operations professional staff members.
• If desired, serve as a conduct officer for the Office of Student Conduct.
• Other duties as assigned.

**Qualifications Desired**

• Required:
  a. Admission to Emory University as a graduate student in good standing.
• Desired:
  a. Previous experience in residence life (either as an undergraduate or post-graduate)
b. Affiliation with a Greek letter organization or working knowledge of the dynamics of Greek letter organizations
   i. Experience as a Chapter or Council leader is preferred
c. Be an active and contributing member of the Emory community.

Remuneration

- Compensation includes:
  - A furnished apartment with utilities, internet, and cable;
  - A stipend of $7,000 per year;
  - A parking pass.

Academic Provisions

- Full-time enrollment in an Emory University graduate or professional program. (Possible exceptions for those students in their final semester of study)
- FHDs must be aware of commitments and manage their time effectively to fulfill the role and responsibilities of an FHD.

Additional Details

- Appointments for the position are made during the spring semester for the next academic year from August to May (10 months). Termination may occur at any time during the year due to one’s performance or lack of compliance with university policies, rules, and regulations.
- FHDs will receive ongoing evaluation from their supervisor.