

5. Meet weekly with the chapter president and housing manager at a structured, established meeting time.
6. Attend at least one chapter meeting per month to ensure a visible and supportive staff presence.
7. Respond to and document in a timely manner crises and misconduct that may occur in the chapter house and provide support/guidance/expertise in responding to, and handling crises. Report any incidents to House Corporation immediately.
8. Be visible to students and parents at University programs and special chapter events, if invited.
9. Attend chapter events as appropriate (e.g., intramurals and philanthropies).
10. Have one-on-one meetings with executive board officers once per quarter.
11. Attend House Corporation meetings, if requested.

Facilities Management

1. Assist with the check-in and check-out procedures for residents, including related paperwork each quarter.
2. Work with residents to maintain an attractive, clean, and safe house.
3. Conduct a daily walk-through of the entire facility (common access and floors) to identify and report maintenance and safety issues. Report any issues immediately to the House Corporation and the House Manager of the fraternity.
4. Ensure that work orders and daily maintenance are followed up on in a timely manner.
5. Conduct a facility walk-through with custodial staff and Building Maintenance Officer as requested.
6. Communicate with the Office of Residence Life for Facilities and Operations issues.
7. Conduct house meetings at the beginning and end of each quarter and before Thanksgiving, Winter Break and Spring break to educate residents about proper protocols and procedures.
8. Perform all opening and closing duties during all breaks (Thanksgiving, Fall, Winter, Spring, and closing).

COMPENSATION

The Live-in House Advisor will be provided with single room on the first floor of chapter house in addition to two extra rooms to use as a potential office and storage space. The single room will contain refrigerator and bedroom furniture and will have access to a bathroom with shower. In addition, the Live-in House Advisor will be provided a quarterly stipend to be determined by the House Corporation.

ADDITIONAL DETAIL