



Live-in House Director Position

Indiana University, Bloomington

Founded in 1852, Phi Mu is a women's organization which provides personal and academic development, service to others, commitment to excellence and lifelong friendship through a shared tradition. Phi Mu encourages members to care for each other, lead confidently and achieve their personal best, at every stage of life.

Job Description is generally comprehensive, but is neither inflexible nor exhaustive:

1. Chapter House Management

- Supervise the opening and closing of the house for each break period.
- Confirm that the house is maintained in good order throughout each semester.
- Encourage cooperation and concern of the residents in maintaining a secure house.
- Supervise the physical protection of the house and property including equipment and furnishings as well as provide an inventory at the start and end of each academic year.
- Oversee food service, cleaning staff and service companies that need access to the property and coordinate routine maintenance.
- Obtain a schedule of inspections and maintain spreadsheet with timeline and contact information to carry out all necessary compliance and forward to supervisor noting any non-compliance items and remedy.
- Maintain key access and security of either physical keys, fobs, swipe cards or keypad access and codes.

2. Chapter Members

- Create a natural and courteous atmosphere in the house.
- Meet with the chapter as a whole as well as residents to provide clear direction on rules and expectations over the course of the academic year.
- Maintain emergency contact lists.
- Hold office hours every day and be available to members at various times during the day.
- Set a good example of manners and acceptable social procedures.
- Form lines of communication and establish communication boards within the house.
- Communicate regularly with the chapter leadership.





- Perform/Oversee check-in and check-out procedures of each resident at the opening and closing of each semester.

3. Responsibilities outside the Chapter House

- Communicate and report remotely with National Headquarters Staff.
- Uphold University, Fraternity and Chapter policies and regulations.
- Monitor campus announcements and attend any University provided professional training or meetings affecting Greek Living.
- Discuss the affairs of the house and the members with designated officers of the Fraternity and the University only.

Position Requirements:

- Excellent communication and organizational skills.
- Excellent technology skills to include remote communication, Teams, Excel, email, printing and scanning.
- Ability to work independently and interact with college age women, parents and alumnae.
- Ability to maintain confidential information and use discretion.
- Ability to speak and read English.
- Valid Driver's License.
- Pass a background check.
- Ability to climb up and down several flights of stairs each day and lift 25 pounds if necessary.

Time Commitment and Benefits:

- Up to an eight-hour day, forty-hour work week.
- House Director must be onsite seven days a week from 10:00 p.m. – 8:00 a.m. unless prior arrangements have been confirmed.
- Furnished bedroom inside the chapter house for a single person; no separate entrance.
- Please note this facility is a smoke, alcohol, weapon, illegal substance and pet free environment.

To Apply: Email a resume to Director of Housing Sheila Mendoza at smendoza@phimu.org.

