



BETA THETA PI

— MEN OF PRINCIPLE —

BETA THETA PI FRATERNITY & FOUNDATION POSITION DESCRIPTION

Title	Associate Director of Housing
Department	Housing
Reports to	Director of Housing
Minimum Qualifications	<ul style="list-style-type: none">• Experience with relationship building, collaboration, and team dynamics.• Experience with project management.• Experience working with remote property management and/or working with remote/offsite employees.• Familiarity working in an office setting, including both in-person and virtual formats.• Outstanding interpersonal and communication skills.• Positive attitude and a strong sense of teamwork.• Experience with accounting and financial management software
Preferred Qualifications	<ul style="list-style-type: none">• Bachelor's degree from an accredited four-year institution• Experience working with campus professionals, collegians, and alumni.• Two years of part- or full-time professional experience in construction management or property management• Membership in Beta Theta Pi or fraternity/sorority.• Exposure to or participation in Beta Theta Pi's leadership development programs.• Travel logistics experience.
Time Allocation	<ul style="list-style-type: none">• 45% - Housing Operations Management & Oversight• 35% - Billhighway Platinum Support and Management• 10% - Administrative / systems oversight• 10% - Cross-departmental collaboration and support
Travel	<ul style="list-style-type: none">• Housing site visits as determined and assigned by the Housing department leadership (typically 2-3 per term, may vary)• All-staff Meetings to Oxford, OH (typically 5-7 times per year)
Start Date	Varies

VISION, MISSION, VALUES & PRIORITIES OF BETA THETA PI

Vision	Every member will live Beta Theta Pi's values.	
Mission	To develop men of principle for a principled life.	
Core Values	Mutual Assistance	Betas believe that men are mutually obligated to help others in the honorable labors and aspirations of life.
	Intellectual Growth	Betas are devoted to continually cultivating their minds, including high standards of academic achievement.
	Trust	Betas develop absolute faith and confidence in one another by being true to themselves and others.
	Responsible Conduct	Betas choose to act responsibly, weighing the consequences of their actions on themselves and those around them.
	Integrity	Betas preserve their character by doing what is morally right and demanding the same from their brothers
Strategic Priority Areas	Brotherhood, Personal Growth, Home Learn more about Beta Theta Pi here: https://www.beta.org/about/	

IMPACT STATEMENT

Beta Theta Pi's Housing Department is dedicated to creating a sense of Home at every Beta Theta Pi chapter house.

The main responsibilities of the Associate Director of Housing are:

1. Support the overall efforts and initiatives of the Administrative Office.
2. Assist the Director of Housing in facilitating the management and upkeep of GFHC-owned and managed properties.
3. Assist the Director of Housing in the management and upkeep of the Billhighway Platinum program.
4. Serve as a point of contact for owned and managed properties across Beta's Broad Domain.
5. Assist in the creation and execution of constituent-centered Housing support programs for the Fraternity.

OVERALL JOB RESPONSIBILITIES

Property Management

- Ensures assigned facilities are safe, secure, and competitive to support the purpose of the GFHC.
- Oversees the coordination of repair and renovation projects of assigned houses; reviews and executes service and vendor agreements per department policy
- Coordinates desired capital improvements and necessary maintenance as part of the annual budgeting and prioritization processes; shepherds communication and status with chapter and alumni.
- Assists in the development and review of short-term and long-term project plans for assigned GFHC facilities
- Coordinate and collect all housing agreements from an assigned portfolio of assigned houses.
- Collaborates and communicates regularly with third-party partners related to chapter house needs.
- Assesses physical facility and daily housing operations
- Responds to emergencies in accordance with policies and procedures; conducts required action items

Billhighway Platinum

- Manages invoice review and inputs all invoices in a timely manner into Billhighway for approval.

- Communicate with house corporations on Billhighway Platinum for leasing and billing timelines, and execute yearly billing.
- Create yearly financial reports for the house corporations to review.
- Monitor assigned chapter house budget and ensure spending compliance

Other

- Provides prompt, professional support to housing managers, house directors, and other Fraternity volunteers in matters related to assigned houses.
- Leads special projects and initiatives as assigned to support the continued growth and development of the GFHC
- Represents Beta Theta Pi at appropriate industry, trade associations and events
- Embraces technological innovations and seeks ways to improve performance and productivity
- Fully supports the organization’s functional structure and leadership, actively engages with the strategic efforts of other internal departments when assigned
- Attends meetings of the General Fraternity House Corporation and such other meetings as requested
- Assist with necessary chapter house training development and execution

COMPETENCIES

Competency	Definition
Planning	Exhibits skills in advance planning, coordinating logistics, and proactive communication about future events; pays close attention to details
Program Development	Demonstrates knowledge of Beta’s current membership programs.
Facilitation & Presentation	Knowledgeable & skilled in delivering content to and facilitating both large and small group programs to undergraduates, alumni, and campus professionals.
Foster Collaboration	Works in partnership with others to achieve results; develops positive and lasting relationships with campus professionals and other fraternity professionals.
Achieve Results	Demonstrates and creates a sense of urgency and commitment to achieving results, including performance metrics such as occupancy management and housing dues collections.
Demonstrate Initiative	Ensures execution of work tasks needed to accomplish organizational goals with minimal oversight.
Uses Sound Decision Making & Judgment	Effectively and critically examines issues and problems and makes judgments in line with organizational values and established practices.
Change Management	Anticipates and plans for a rapidly changing environment; adapts quickly to change;
Innovation & Strategic Thinking	Takes risks and challenges the process; considers the long-term implications of daily work through critical thinking and/or assessment.
Manage & Develop Others	Contributes to the personal and professional growth and development of other staff members; exhibits a strong sense of accountability for self and others in the department.