



Southern Methodist University Graduate Greek House Director

Typical Responsibilities:

- Minimum commitment of 20 hours a week
- Supervise House Manager
- Maintain regular contact with the Chapter President, Chapter Advisor, Facilities Manager, and other executive officers as needed
- Attend and/or facilitate informal chapter or house meetings regarding house issues
- Assist with facilities management of house, including but not limited to daily walk-throughs of house and reporting maintenance requests
- Assist with occupancy management of house, including but not limited to checking residents in and out, room inspections, key management, and reporting any occupancy changes to RLSH
- Assist with summer housing and conference responsibilities as directed
- Serve on-call duty responsibilities as directed
- Facilitate educational workshops on topics to be determined by the Office of Fraternity and Sorority Life
- Educate residents on house policies and provide policy enforcement
- Be available and visible to house residents and assist with community development as needed
- Other duties as assigned

Qualifications:

- Bachelors degree required
- Enrollment in an SMU graduate program prior to hire and start date
- Residential Life & Greek experience preferred

Compensation:

- Stipend of \$600 per month for 10 months
- Participation in House meal plan
- \$1,000 tuition scholarship per semester
- Partially furnished apartment with basic cable, internet access, utilities paid and telephone service with voicemail

Start Date: July, 2009

How to Apply:

Mail (e-mail preferred) cover letter, resume, and list of references to the address listed below. Please mention how you heard about this position.

rlsearch@smu.edu

Department of Residence Life and Student Housing
c/o GGHD Search Committee
PO Box 750215
Dallas TX, 75275-0215

(214) 768-2407

www.smu.edu/housing

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