POSITION PROFILE – HOUSE MANAGER

KEY SKILLS	• Have strong leadership and time management skills • Feel comfortable managing other people • Have a passion for their chapter • Enjoy working closely with Phi Sigma Sigma NHC staff
KEY RESPONSIBILITIES	• Promoting the benefits of living in the chapter facility • Managing the housing sign-up process, room selection and parking assignments • Following up on outstanding housing contracts • Ensuring the chapter facility is a positive environment for sisters • Communicating with the house director • Acting as the point of contact for the NHC • Working with the university on housing issues if applicable • Communicating and ensuring any maintenance issues in the facility are resolved • Working with the NHC to order any new supplies for the facility
KEY PARTNERS	• Executive Board • Phi Sigma Sigma National Housing Corporation Staff • House Director • University staff • Advisory Board
A HOUSE MANAGER IS NOT…	• The housekeeper • The drama manager • The “fun killer”
TIME COMMITMENT	• Consistent tasks/work throughout the year • Busy periods around move in/out and housing sign-ups

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