

Alpha of Clovia House Director

Alpha of Clovia at Kansas State University is seeking a House Director for the 2024-25 school year. This is a 10 month contract position which requires on-site residence. The House Director will oversee the day-to-day operations of the facility, provide ongoing support to members, represent Clovia at campus activities, and uphold the principles of Clovia in providing a positive and economical living environment. The House Director is to maintain the delicate balance between being a supportive “mom figure” while allowing members the independence to learn self-sustaining life skills. The House Director will reside in an on-site apartment and eat meals with members. Laundry facilities, utilities, and internet provided. Salary \$25,000 - \$30,000.

Minimum Qualifications:

- High school diploma or GED
- Ability to work effectively with college age students
- Experience in household and/or business management
- Strong interpersonal and communication skills
- Computer skills to facilitate effective record keeping & ongoing communication with members & Alumnae
- Ability to speak, read, and write in English
- Ability to lift up to 35 pounds
- Ability to stand, walk, and climb stairs multiple times a day
- Positive attitude, professionalism, and respect for individual differences
- Willingness to work extended and/or non-traditional hours
- Willingness to complete Basic First Aid, CPR, and ServeSafe certifications

Desired Qualifications:

- Previous experience in a group or cooperative living situation
- Previous training and/or experience in counseling
- College degree

Alpha of Clovia is a smoke, pet, drug, and alcohol-free residence. Due to the nature of the live-in requirement this House Director position is only open to individuals who consistently live and self-identify as women.

Interested applicants should send a cover letter and resume with a minimum of three references to Search Committee, 836 Smith Street, Manhattan 66502 by May 01, 2024. For questions or more information text 620-664-0008 to request a return phone call.

ALPHA OF CLOVIA HOUSE DIRECTOR

Job Description

- Follow all Alpha of Clovia policies, procedures, and guidelines
- Live in and reside overnight at the Alpha of Clovia House during the specified contract period
- Work with House Business Managers to plan weekly menus with consideration for various dietary restrictions
- Order food and supplies with the assistance of the House Business Managers
- Keep accurate written records of all food, supplies, and materials ordered and received
- Oversee the daily operations of the House and provide weekly reports to the designated representative of the Alpha of Clovia Alumnae Association
- Oversee routine maintenance of the House with the assistance of the House Manager. Notify Alumnae House Maintenance Committee of any needed repairs and make recommendations for capital improvements
- Supervise repairs and maintenance services to insure quality of materials and workmanship. Maintain written records of all repairs and recommendations
- In collaboration with the House Leadership Team work to insure that all health and safety procedures are followed and that equipment (smoke detectors, fire extinguishers, carbon monoxide monitors, furnace filters, fire sprinkler system) is in good working order
- Follow expense approval and reporting procedures. Reconcile and report all expenditures
- Assist in the establishment and maintenance of quality relationships with service and maintenance providers
- Participate in meetings and activities with other House Directors/House Mothers at Kansas State University as a representative of Alpha of Clovia
- Offer logistical support for Chapter priorities, programs, and initiatives
- Serve as the official hostess for Alpha of Clovia. Participate in Chapter social activities including family weekends, hospitality weekends, KSU Homecoming activities, house retreats, leadership training, scholarship and senior recognitions, and National Meeting when held in Manhattan, Kansas
- Function as a role model and example for the women of Clovia and as a source of information and support for members

(updated 3/26/2024)