



DUC/Drawer B • Alabama Hall • Atlanta, Georgia 30322
404.727.4144 • <http://www.emory.edu/HOUSING/>

Residence Life & Housing Mission Statement

As a department within the Division of Campus Life at Emory University:

"We are a student-focused resource committed to innovation, education, and development in a diverse community comprised of exemplary staff, facilities, programs and services."

Position Descriptions

Fraternity House Directors:

The **Fraternity House Director (FHD)** assists fraternity Chapters to maintain the living space of up to 50 members. The House Director serves as the on-site manager that provides administration and facility support for the house in which they live. The House Director maintains high visibility in the chapter house and serves as a resource for the chapter. The House Director reports directly to the Director of Operations for Residence Life and Housing. Please see the full position description for a more comprehensive listing of responsibilities.

Compensation

Currently, the compensation and benefits package for the Fraternity House Director position includes the following:

- \$7,000 stipend per year
- Furnished apartment with utilities, internet access and cable

Eligibility Requirements for House Directors

All applicants for the Fraternity House Director (FHD) position with Residence Life & Housing at Emory University must have received a minimum of a Bachelor's degree from a four-year college and must be enrolled as a full-time student in an Emory graduate program while employed. Preference for FHD positions will be given to applicants with fraternity/sorority life or Residence Life experience.

Fall Training

Fall training for House Directors will begin on **August 6, 2014**. HD's will be able to move into their apartments as early as August 1, 2014.

The Selection Process

*Priority consideration will be given to all applicants who have a completed application file by **Friday, March 21, 2014**.*

Selection decisions are based on the written application packet, phone interviews, and individual on-campus interviews. Phone interviews will take place **March 24-28, 2014**. Candidates who are invited to campus for an interview will meet with current Residence Life staff members and students and will have a campus and departmental tour. All on-campus interviews will be conducted **April 1-4, 2014**. Please mark those dates to facilitate the scheduling process should you be offered an on-campus interview.

Additional information about the interviews will be communicated to invited applicants. Decisions will be made and communicated to applicants on or before **April 7, 2014**.

Application Checklist

Please make sure that you have completed the following when submitting your application. You will not be considered as a candidate, or be invited to interview unless you have completed the following checklist:

- Completed and mailed the *Fraternity House Director Application* to the Office of Residence Life and Housing;
- Attached responses to the questions listed in the "Narrative Section" of the *Application*;
- Mailed two letters of reference to the Office of Residence Life and Housing;
- Mailed an official undergraduate transcript along with the application; and
- Attached a resume and cover letter to the *Fraternity House Director Application*

Still Have Questions?

Contact Jeff Tate at (404) 727-8848 or jeffrey.tate@emory.edu with any questions concerning the House Director position or selection process.



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Please type or print in black ink.

Personal Data:

Full Name: _____ Preferred Name: _____
(Last, First, Middle)

E-mail Address: _____ Gender: _____

Address: _____ Tel. Number: (____) _____

City: _____ State: _____ Zip: _____

Educational Data:

Undergraduate or Graduate Institution: _____ Graduation Date: _____

Cumulative Undergraduate GPA: _____ Degree attained (BA/BS/etc): _____

Major Field of Study: _____ Minor/Concentration (if applicable): _____

Are you currently enrolled in a graduate program at Emory University's (circle one) Yes No

If yes, Degree Program _____ School _____

Narrative Section:

Please answer the following questions thoroughly and concisely on separate sheets of paper. Type the question, and then follow with your response to that question. Return your responses with this application.

1. What motivates you to apply for the House Director position at Emory University and how will this prepare you for achieving your professional career goals?
2. What Residence Life and/or Student Life experiences most prepared you for this position and why?
3. Describe your leadership, supervisory, and/or advisory style(s). Describe the style of supervision that you prefer to work under.
4. Please describe any involvement/experience you have had with Fraternity & Sorority Life.

Legal Information:

Have you ever been convicted of a criminal offense, other than a minor traffic violation?

Yes No *(If yes, please explain fully on an additional sheet of paper.)*

Are there any criminal charges pending against you at this time?

Yes No *(If yes, please explain fully on an additional sheet of paper.)*

FERPA:

The **Family Education Rights and Privacy Act of 1974 (FERPA)** gives students the right to inspect and review their confidential folders unless that right is waived. In accordance with the law, all applicants must indicate whether or not they voluntarily relinquish their rights to view confidential letters of recommendation that are part of the application process. This choice will not affect your candidacy in any way. The waiver pertains only to your rights to review your application file after the hiring process is concluded. Please read the following statements carefully and check the appropriate box.

"I have read the above statement and:

I hereby waive the rights of access to my confidential file." *(You may still have a member of our staff review the information in the file with you, excluding confidential letters of recommendation.)*

I do not waive the rights of access to my confidential file." *(You are permitted to personally review your entire file in the presence of a member of our staff.)*

Signature: _____

Date: _____

References:

Please list the two individuals that will return letters of references on your behalf.

1. Name: _____ Relationship: _____
Position/Title: _____ Telephone Number: _____

2. Name: _____ Relationship: _____
Position/Title: _____ Telephone Number: _____

Application File Completion:

March 21, 2014 is the priority deadline for applicants. House Director phone interviews take place March 24-28, 2014. Invited candidates will be scheduled for on-campus interviews that take place April 1-4, 2014.

Please make sure that you have completed the following. You will not be considered as a candidate, or be invited for a phone or campus interview unless you have...

- Completed and mailed the *Fraternity House Director Application* to the Office of Residence Life & Housing;
- Attached responses to the questions listed in the "Narrative Section" of the *Application*;
- Mailed two reference letters to the Office of Residence Life & Housing;
- Mailed an official undergraduate transcript along with the application; and
- Attached a resume and cover letter to the *Fraternity House Director Application*.

I understand that my signature on this application form certifies that all information is correct to the best of my knowledge. I understand that this form will be used solely for FHD interviews. I understand that this form is part of the FHD interview process and will become the property of Emory University. This application is due *Friday, March 21, 2014* in the Office of Residence Life.

Signature

Date

Please return your application materials to...

Jeffrey Tate

Assistant Director of Housing Operations

Residence Life & Housing

DUC/Drawer B

Emory University

Atlanta, GA 30322

[e] jeffrey.tate@emory.edu [p] 404.727.8848 [f] 404.727.4774

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