

## **Theta Chi House Director (2026-2027)**

**117 East State Street, Athen, OH**

The House Director is responsible for the safe and smooth daily operation of the Theta Chi House during the Fall and Spring Semesters. The Director may live in the house year around rent free but is only paid and responsible while the Fall and Spring Semesters at Ohio University are in session. Primary duties are supported by the Alumni House Corporation President and Treasurer as well as the Active Chapter House Manager.

Previous House Director experience - property management, residence life, Greek-lettered organization or other group living management - preferred, but not required.

### **Primary Duties:**

- Keep the house operational, clean, and safe for the 10-13 Theta Chis who live there.
- In charge of scheduling maintenance: heating/air conditioning, plumbing, electrical, carpentry, washer/dryers, TV/Wi-Fi/Spectrum, printing, signs/banners.
- Coordinate with the resident Chapter House Manager who has daily duties at the Theta Chi House to assist the Director in maintaining the house and daily operations.
- Act as liaison with the Theta Chi Alumni House Corporation and Local Organizations and neighbors to assure that Theta Chi is a participating and respected community citizen.
- Aid the Chapter and House Corporation in opening and closing the fraternity house at the beginning of any vacation period and at the beginning and end of the school semesters.
- Provide advance notification to the Chapter President and House Corporation when they will be out of town or in any way is unable to perform his duties
- To work with fraternity leadership to assure that the Theta Chi House and the actives living there follow all aspects of the house guidelines
- To maintain Fraternity policy of 'zero tolerance' for any Hazing activity in the house or within the fraternity.
- Supervise all maintenance work and outside cleaning services.

### **Use and Occupancy of House Director Room**

Space shall be maintained in a clean, safe and proper manner. The House Director's room space may not be used for any unlawful purposes or for any purposes that, in the House Corporation's opinion, may influence or annoy the residents of the Chapter House or any neighbor. No firearms, guns, ammunition, weapons, fireworks, dangerous implements, or

illegal or dangerous drug or substance or paraphernalia shall be kept or permitted in the House Director's room, in or on the common facilities or in or on any vehicle or other object on or near the Chapter House property. No dog, cat, bird or other animal shall be kept in the House Director's room or common space.

**Compensation:**

- Free rent (shared bathroom and kitchen facilities)
- \$2,000/Semester stipend for the Fall and Spring Semesters (willing to negotiate the compensation). The stipend/salary that is mutually agreeable, undisclosed, and held in a private contract between the Director and the Housing Corporation. Stipend will be paid by automatic deposit or check at the beginning, middle and end of each semester.
- Free parking
- Free TV/Wi-Fi/Heat/Electricity

**Contact Information:**

If interested in this role, please contact Geoff Penney, Treasurer, Theta Chi House Corporation at [gpenney320@aol.com](mailto:gpenney320@aol.com).