Overiew: Provide oversight of a University-owned Fraternity house on Fraternity Row, working for the Department of Fraternity & Sorority Life (DFSL) and assisting the alumni Advisors and House Corporation members in maintaining the house and supporting the operation of the undergraduate chapter in the facility.

Responsibilities:
- Participate in Fall and Spring intensive training and retreats as well as weekly RD staff meetings, and monthly DFSL staff and House Director staff meetings.
- Meet with chapter officers and alumni, attend chapter and House Corporation meetings and maintain a visible presence with these stakeholders.
- Oversee facilities and administrative tasks (in coordination with chapter and alumni), such as check-in and check-out, room inspections, key management, maintenance reporting, monitoring kitchen staff and housekeeping staff performance, roster and access management, etc., ensuring that the facility is maintained as a positive living/learning environment.
- Participate in DFSL staff activities and retreats as well as other Student Affairs and University professional development opportunities throughout the year.
- Attend all Greek community-wide events such as Homecoming, Greek Week, Chapter Awards Night, as well as events hosted by the local chapter.
- Assist with or manage special departmental or developmental projects or assist with advising chapter councils or groups, such as IFC, NPHC, Order of Omega, etc.
- As a highly visible campus staff member, always act in a manner in keeping with the standards of the DFSL and as a role model to your chapter and the greater University community.
- Participate in a regular On-Duty cycle with the 10 other Fraternity Resident Directors, which involves staying on Fraternity Row and doing regular walking tours from 10pm Thursday night to 8am Monday morning. Duty is done by two RD’s each weekend, not including closed/all hands available dates.

Time Commitment:
- Average of 20 hours per week plus extra hours which may be associated with the Residential/Live-in responsibilities, from August 1, 2013 to July 31, 2014.
- Actual time commitments vary greatly week to week throughout the semester, with some weeks heavier and others much lighter. August training, Homecoming and Greek Weeks can be very busy but other weeks are very quiet except for regular facilities responsibilities.
- RDs are given 10 days of time away or vacation time. Five of those days are during the Winter Break – December 25 through January 2, and five can be taken at any time with the advance approval of the Housing Coordinator.
- Houses are open year round except during Winter break when the University and chapter houses close.
- Houses are open during the summer but in a variety of settings – regular chapter occupancy, summer conferences, restoration work or storage. RD expectations are the same as during the regular semesters. RD’s that cannot fulfill expectations during the summer may forfeit their stipends and benefits during that period.

Qualifications: Must be enrolled as a full-time (10 or more credit hours) graduate student at the University of Maryland. Experience in Residence Life, Facilities and Greek letter organization experience preferred.

Supervision and Remuneration:
- Fraternity Resident Directors are supervised jointly by the Housing Coordinator and a member of the Fraternity and Sorority Advising team.
- Ten hours of tuition credit* per semester (4 credits during summer sessions) with a stipend of over $19,000 (based on graduate status), health insurance and a 20% bookstore discount for the 20 hour position. Room and board in a two room apartment with private bathroom, utilities, wireless internet and cable provide additional compensation for extra hours beyond 20, which are required as part of the facilities-related responsibilities of this live-in position. (*May vary for MBA and some specialty program participants).

For Additional Information: Heidi Biffl, DFSL Housing Coordinator (hbiffl@umd.edu) 1110 Stamp Student Union College Park, MD 20742-4611 greek.umd.edu

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