

## House Director

## Job Description

**University Overview**

The University of Pennsylvania, the largest private employer in Philadelphia, is a world-renowned leader in education, research, and innovation. This historic, Ivy League school consistently ranks among the top 10 universities in the annual U.S. News & World Report survey. Penn has 12 highly-regarded schools that provide opportunities for undergraduate, graduate and continuing education, all influenced by Penn's distinctive interdisciplinary approach to scholarship and learning.

Penn offers a unique working environment within the city of Philadelphia. The University is situated on a beautiful urban campus, with easy access to a range of educational, cultural, and recreational activities. With its historical significance and landmarks, lively cultural offerings, and wide variety of atmospheres, Philadelphia is the perfect place to call home for work and play.

The University offers a competitive benefits package that includes excellent healthcare and tuition benefits for employees and their families, generous retirement benefits, a wide variety of professional development opportunities, supportive work and family benefits, a wealth of health and wellness programs and resources, and much more.

**Posted Job Title****Job Profile Title****Job Description Summary****Job Description**

A member of the College Houses & Academic Services (CHAS) staff, the House Director is a senior full-time administrative position within a College House and is responsible for the daily programmatic operations of a House. The House Director, along with the resident House Faculty Director & House Fellows, form the senior leadership of each House.

**DUTIES:**

The House Director is also responsible for collaborating across CHAS with the other House Directors and with partners in University Life, the CHAS unit and New Student Orientation and Academic Initiatives units. The House Director selects, trains, evaluates and supervises a full-time administrative assistant, and in coordination with CHAS also trains and evaluates the paraprofessional student staff. The House Director supervises the paraprofessional and paid student staff. The training includes both house specific areas and College House & Academic Services procedures and policies. House Directors are expected to provide clear written expectations and direction to this set of staff and to develop and implement

operational procedures for management of the house office. The House Director is responsible for development, implementation and evaluation of a diverse and cohesive array of programs designed to create community within their house, to provide academic support and enrichment opportunities, to meet the developmental needs of the residents, and to carry out the mission of CHAS. The House Director collaborates with and provides support to the resident House Faculty Director and House Fellows to provide academic, intellectual, social, and community engagement opportunities for all residents in the house. The House Director provides residents with counsel and guidance on general matters of personal well-being, provide referrals and alert Schools of critical student situations. Work closely with the Student Intervention Services Office and other campus partners to resolve crises as needed. The House Director serves as a pre-major advisor in the College of Arts & Sciences to students assigned by that office; collaborates with each of the 4 undergraduate schools in support of their educational objectives and priorities; provides academic support and personal counseling to College House residents. This position provides in-residence academic programming to House residents from the College, Wharton, Nursing, and Engineering programs; provides referrals considering each school's respective educational objectives and policies. The Director must understand and enforce Penn's Code of Student Conduct and other policies and administer such policies along with general CHAS policies regarding behavior, safety, security, health, and other matters in cooperation with the appropriate offices. This position will develop and implement House-specific behavioral policies and community standards along with internal adjudication processes for behavioral resolution in accordance with University and College Houses & Academic Services standards. The House Director coordinates communications and events for the house; is responsible for managing the house finances with direction from CHAS; and implements numerous procedures and policies from across the university. The House Director will plan an annual budget in consultation with the House Faculty Director and manage all the House finances in accordance with University policy/best practices. Working in accordance with general guidelines and specific requests of CHAS, attend regular budget meetings; reconcile purchases in a timely fashion; oversee student/administrative staff use of procurement processes; work with residential senior staff to determine their financial needs vis-à-vis programming. Although each of the houses in CHAS have different identities, different physical layouts and student populations (i.e. first year, upper-class, four-year), the House Director is expected to support all CHAS goals for building and maintaining living environments that are supportive, engaging and assist student success. The Director will work with Residential Services to implement room assignments processes; set guidelines for the management of roommate conflicts during the course of the year, personally intervening in such conflicts when necessary and coordinating with Residential Services if room changes are necessary. Assist with move-in and move-out. Work with Residential Services to review maintenance and housekeeping concerns in the House. This position will also serve on numerous CHAS working groups and committees as requested. Participate in ongoing training as required. Work with CHAS Tech to coordinate AV support, ongoing web development and assessment technology. This is a live-in position. A two-bedroom apartment is provided.

**QUALIFICATIONS:**

A Master's Degree and 3 years to 5 years of professional full-time work experience required. The required experience should include work with undergraduates and faculty in a residential setting, financial management, teaching or advising, supervision and community building. Must have demonstrated experience of successful partnership and collaboration in a complex organizational network, being able to balance independent responsibilities with carrying out directives when necessary. Must be adaptable and service oriented. Experience working with residential academic programs or living learning communities and experience with learning outcome development, implementation and assessment is required. This position is on call, with Evening and weekend hours required.

**\*\*\* REQUIRED\*\*\*** Please submit a resume and cover letter as one attachment when applying.

**University Benefits:**

**Health, Life, and Flexible Spending Accounts:** Penn offers comprehensive medical, prescription, behavioral health, dental, vision, and life insurance benefits to protect your and your family's health and welfare. You can also use flexible spending accounts to pay for eligible health care and dependent care expenses with pre-tax dollars.

**Tuition:** Take advantage of Penn's exceptional tuition benefits. You, your spouse, and your dependent children can get tuition assistance here at Penn. Your dependent children are also eligible for tuition assistance at other institutions.

**Retirement:** Penn offers generous retirement plans to help you save for your future. Penn's Basic, Matching, and Supplemental retirement plans allow you to save for retirement on a pre-tax or Roth basis. Choose from a wide variety of investment options through TIAA and Vanguard.

**Time Away from Work:** Penn provides you with a substantial amount of time away from work during the course of the year. This allows you to relax, take vacations, attend to personal affairs, recover from illness or injury, spend time with family—whatever your personal needs may be.

**Long-Term Care Insurance:** In partnership with Genworth Financial, Penn offers faculty and staff (and your eligible family members) long-term care insurance to help you cover some of the costs of long-term care services received at home, in the community or in a nursing facility. If you apply when you're newly hired, you won't have to provide proof of good health or be subject to underwriting requirements. Eligible family members must always provide proof of good health and are subject to underwriting.

**Wellness and Work-life Resources:** Penn is committed to supporting our faculty and staff as they balance the competing demands of work and personal life. That's why we offer a wide variety of programs and resources to help you care for your health, your family, and your work-life balance.

**Professional and Personal Development:** Penn provides an array of resources to help you advance yourself personally and professionally.

**University Resources:** As a member of the Penn community, you have access to a wide range of University resources as well as cultural and recreational activities. Take advantage of the University's libraries and athletic facilities, or visit our arboretum and art galleries. There's always something going on at Penn, whether it's a new exhibit at the Penn Museum, the latest music or theater presentation at the Annenberg Center, or the Penn Relays at Franklin Field to name just a few examples. As a member of the Penn community, you're right in the middle of the excitement—and you and your family can enjoy many of these activities for free.

**Discounts and Special Services:** From arts and entertainment to transportation and mortgages, you'll find great deals for University faculty and staff. Not only do Penn arts and cultural centers and museums offer free and discounted admission and memberships to faculty and staff. You can also enjoy substantial savings on other goods and services such as new cars from Ford and General Motors, cellular phone service plans, movie tickets, and admission to theme parks.

To learn more, please visit: <https://www.hr.upenn.edu/PennHR/benefits-pay>

**Job Location - City, State**

**Department / School**

**Pay Range**

**Affirmative Action Statement**

Penn adheres to a policy that prohibits discrimination on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status, or any other legally protected class.

**Special Requirements**

Background check required after a conditional job offer is made. Consideration of the background check will be tailored to the requirements of the job.

Applied on 11/16/2020

Internal: House Director

**Job Details**

<b>Job Requisition ID</b>	JR00026553
<b>Location</b>	Stouffer Commons
<b>Posting Date</b>	11/16/2020 - 16 days ago
<b>Job Family</b>	Campus Management
<b>Time Type</b>	Full time
<b>Job Type</b>	Staff
<b>Supervisory Organization</b>	PROV - Provost Admin Affairs HR (Ufuoma Pela (84205037))

**Recruiter**

Ufuoma Pela (84205037)

**Hiring Manager**

Ufuoma Pela (84205037)

**Team Members**