

**ALPHA EPSILON PI FRATERNITY**  
**CAMPUS DIRECTOR JOB DESCRIPTION**

Alpha Epsilon Pi (AEPi) is the world's Jewish college fraternity, developing leadership for the Jewish community and providing a home away from home for Jewish students around the world.

The Campus Director (CD) serves as an end-to-end resource, liaison, and advocate for their chapter. The CD is tasked with the holistic optimization of chapter operations and performance as defined by “The Undergraduate Experience” documentation, the chapter operations manual, and other standard operating procedures as defined by the Fraternity by providing consistent high level consulting services. The CD will build relationships with key stakeholders from their chapter, their campus, and their community. The CD will work within the chapter services team and will report directly to the Director of Campus Operations, but will regularly interface with various staff from multiple departments in order to promote educational, Jewish, Israel, civic, and leadership program initiatives, obtain specific resources, work through administrative tasks, and showcase the accomplishments and accolades of AEPi.

The CD must be a goal-oriented self-starter with strong motivation as well as a critical decision maker and strategic thinker with the ability to excel in a fast-paced environment. In order to drive high level performance of AEPi, a CD must become familiar with their individual campus environment as well as the greater fraternal and higher education landscapes. They will regularly recruit and engage with chapter leaders, chapter members, advisors, regional volunteers, and other AEPi staff. They will also be responsible for forming valuable relationships with partner organizations, campus staff, and other valued members of the campus community.

The CD also helps advise on the operations of the chapter house by serving as onsite representation of the house corporation, providing support for the tenants and helping direct vendors in order to foster a safe and enjoyable residential environment. The CD facilitates inspections, provides support and access management during move in/out, facilitates regular facility maintenance. The CD is also responsible for understanding basic fire/life safety codes, as well as the policies of the students’ housing agreements. As the onsite representative of the house corporation, the CD will also help serve as the house corporation’s eyes and ears, helping to ensure that certain standards are maintained by vendors working within the house, including the chapter meal plan, housekeeping, and maintenance.

*Current locations for Campus Directors: Indiana University (Bloomington, IN,) Penn State University (State College), PA, University of Wisconsin- Madison (Madison, WI), and Ohio State University (Columbus, OH).*

**Duties and Responsibilities**

**Aspects of the role relating to the success of the chapter include, but are not limited to:**

- **Chapter Consultation**
  - Conduct in person and virtual visits and meetings with executive board and committee chairs.
  - Provide evaluations and recommendations to their chapter addressing all areas of operation.
  - Be responsible for follow-up communications to their chapter, keeping abreast of the chapter's progress and particular needs.
  - Assist in the leadership and academic development of individual Brothers.
  - Develop educational resources for chapter leaders.
  - Handle information requests from undergraduates.
  - Serve as a resource to the region and a liaison to headquarters.
  - Meet with New Member classes to discuss expectations (policies, conduct, occupancy, etc.).
  - Hold leadership transition meetings with executive board and committee chairs.
  
- **Health and Safety**
  - Know and understand the [AEPi Health & Safety Policy](#), Esponda Associates [Housing Rules and Standards](#), the student code of conduct, and all applicable local, state, and federal laws, including policies in the students’ membership and housing agreements.
  - Conduct membership reviews when necessary.
  - Investigate any allegations of various forms against the chapter.

- Ensure that all New Members take the AEPi.edu e-learning course.
- Handle emergency response, investigation, intervention, and follow up, in coordination with the Director of Campus Operations, when policy violations are reported.
- Chapter Communication
  - Maintain and assist in preparation of correspondence to chapter executive board and minor board officers.
  - Provide follow-up communications to chapter officers, advisors, and others to ensure success in chapter programs and realization of goals.
  - Help with the communication of transition of executive and minor board members.
- International Programs
  - Recruit chapter presidents to attend the Leven Leadership Institute: Master Academy.
  - Recruit for regional retreats with the goal of 80% of the New Members and 100% of the current executive board.
  - Recruit for the annual international convention that takes place every summer.
  - Help plan educational programming for convention and regional retreats in partnership with the Director of Leadership Development.
- Relationship Building
  - Develop and maintain relationships with campus Fraternity and Sorority advisors.
  - Develop and maintain relationships with Jewish campus professionals.
  - Develop and maintain relationships with DEI officers or members of the department.
  - Develop and maintain relationships with parents and chapter alumni.
  - Work with our Partner Agencies for events taking place on campus.
- General Areas of Operation
  - Rush (recruitment of new members)
  - Member Retention
  - Chapter finances and budgeting
  - Chapter operational structure
  - Officer Responsibilities and officer transitions
  - Social Activity and Risk Management Policies
  - Campus & Community Activities
  - Chapter governance and business operations
  - Leadership Skill Development Implementation of Diverse Programming Health and Safety
  - Advisor and Volunteer Training and Support

**Aspects of the role relating to the chapter's housing operation include, but are not limited to:**

- General
  - Reside in the chapter facility full time during the school year, and as needed during university vacation periods, without being intrusive.
  - Maintain a consistent presence in the chapter facility, providing periodic inspections of the property.
  - Communicate with chapter officers, especially the House Manager, and the chapter's advisory team to support the overall goals of the house corporation.
  - Promote a healthy and safe living environment and encourage responsible conduct by promoting and supporting policies and procedures set forth by the house corporation, Esponda Associates, the university, and federal, state and local laws and regulations.
  - Act as a liaison between the tenants and Esponda Associates.
  - Keep designated office hours for mentoring and meeting with members and officers in order to foster a supportive environment.
  - Housing agreement and rent collection.
  - On site training (Cleaning Window AC Filters, Changing Light Bulbs, Etc).
- Tenant Support

- Remain in routine communication with tenant chapter officers and house corporations.
- Help tenants understand their responsibilities as chapter house residents and as members of the campus community.
- Initiate conversations, interactions, and programs based upon tenants' needs and interests.
- Facilitate onsite health and safety seminars for members, designed to benefit the tenants and encourage safe practices.
- Help residents prepare for and face emergency situations including severe storms, floods, disease outbreaks, etc. by helping ensure that students are following local/federal recommendations.
- Facility Management
  - Coordinate facility opening and closing events, such as fall, winter, and spring break.
  - Facilitate move-in and move-out, including assisting tenants with room condition checklists, distributing keys/codes to approved tenants at move-in, and collecting keys during move-out.
  - Help manage the daily operations of the chapter facility by maintaining a safe, clean, and pleasant living environment for resident and non-resident members.
  - Walk through the property, including all common areas, with the House Manager regularly and report any issues and maintenance needs to vendors.
  - Coordinate charging damage to the responsible party/parties with chapter leadership.
  - Assist tenants in correcting minor violations and repairing damage to the facilities and grounds.
  - Ensure that house corporation standards are met or exceeded in regards to maintenance and service work, including food operations, housekeeping service, general maintenance, and any other vendor performing regularly scheduled service, and reporting any service issues or conditions that may endanger the health and safety of others to the house corporation.
- On Site Inspections and Repair Coordination
  - 3<sup>rd</sup> Party inspection coordination (city, school, insurance carrier, fire department, etc.).
  - Turnover progress verification.
  - Turnover verification & move-in condition reporting.
  - Move-out assessment and damage assessment.
  - On-site walkthroughs with House Managers, volunteers, and other chapter leadership.
  - On-site emergency response.
  - Work order punch list meetings & coordination with local vendors.
  - Invoice receipt, review, and processing.
  - Assist with quote procurement for major projects.

### Required Skills, Qualities, and Experience

- Brother of Alpha Epsilon Pi in good standing
- Bachelor's degree (proof of graduation must be provided)
- A minimum of 5 years of work experience
- Personable and able to interact with diverse people
- Superior verbal and communications skills, including public speaking
- Strong leadership and analytic skills
- Well-organized self-starter, able to manage multiple tasks
- Proficient at Microsoft Office and the corresponding Google suite of apps
- Ability to learn and use new softwares, both third party and internal
- Extensive fraternal knowledge
- Commitment to Alpha Epsilon Pi's mission
- Must pass a background check and driving record check
- Some nights/weekends may be required

### Benefits Package

AEPi offers competitive benefits including:

- 401k (3% employer contribution beginning after 12 months of employment)
- Employer-paid long and short term disability

- Employer-paid medical insurance, vision and dental optional and may be at employee expense
- Eligible for a company car (or you may receive mileage reimbursements for use of a personal car)
- Our offices are closed for all major Jewish holidays, and most federal holidays
- Paid time off commensurate with tenure
- Remote locations available for this role
- Meals at home as part of the chapter meal plan, in accordance with chapter meal schedule

### **Application Process**

To apply, submit a cover letter, your resume, a copy of your diploma, 3 references, and your preferred salary range to [aneiberg@aepi.org](mailto:aneiberg@aepi.org). The application process is as follows:

- Applications will be reviewed by the Director of Campus Operations and Director of Housing
- Applicants selected to interview for the role will first interview with one of the positions listed above
- Applicants that move forward from the first interview will have a second interview with the other position listed above
- Applicants that move forward from the second interview will be asked to complete one or more case studies related to chapter operations
- Applicants may be asked to meet with a member of chapter leadership, an AEPi volunteer, and/or other members of the AEPi professional leadership team
- Applicants selected will be subject to a background check and driver's record check before hire

### **First 90 Days in the Role**

This is a general outline of how you'll spend the first three months on the job. These are general expectations, which may vary and will be built upon in collaboration with the rest of the AEPi staff and catered to the chapter's needs.

- Meet the team and other stakeholders
- Introductions with chapter members and officers
- Ask a lot of questions
  - There is a lot of new information, and each chapter is different. Asking questions now will help set you up for long term success and help you help the chapter
- Get caught up on chapter history and performance
- Read and understand the various resources available to the staff, volunteers, students etc
- Read and understand the various policies that govern the chapter and its members
- Understand AEPi's overall strategic vision and how the chapter and its members fit into that vision
- Work with the chapter to assess how it views itself, where it is today, and where it wants to be in the future, and start building a chapter-level strategic plan to reach their goals
- Introductions with organizational and campus partners