



# Delta Gamma

1873

*Job Title:* **housing operations coordinator**  
*Department:* Office of Housing  
*Reports to:* assistant director of managed property  
*FLSA Status:* non-exempt; full-time (40 hours/week)  
*Location:* Columbus, Ohio or remote

Application Link: <http://bit.ly/EORecruitment>  
Application Deadline: January 2, 2022

### **Job Summary:**

- To work with participant house corporations and regional teams to provide accurate and timely information as to the monies owed by collegiate chapters
- Support the director of housing operations and assistant director of managed property and assist all accounting related staff and FHC/FMC Boards of Directors as needed
- To build and maintain a strong working relationship with all personnel connected to FMC chapters.
- To perform assigned duties in conformity with the Constitution and policies of Delta Gamma Fraternity and Foundation.

### **Essential Functions:**

- Serve as single point of contact for all FMCs for assistance with regular or emergency maintenance issues or purchases
- Create house corporation budget forms. Send out Annual Agreements. Maintain shared budgets and Annual Agreements in Dropbox or similar site.
- Maintain all databases and trackers
- Communicate waiver approvals to appropriate parties as voted on by Council.
- Collaborate with other staff as a member of Working Groups as needed.
- Coordinate with the Directors of Housing and Fraternity staff on the *ANCHORA* pages
- Coordinate content & work with Communications team to send quarterly On Decks.
- Ensure changes to housing policies, procedures, and forms are uploaded to the website.
- Receive and review house corporation minutes, upload to Anchorbase as needed and record on compliance tracker.
- Manage house corporation rosters and send updates to OOH staff, RHSs and website coordinator to upload to website library. Update email changes to Anchorbase and Outlook.

- Assist clients and volunteers with using Anchorbase to upload minutes and budgets as necessary.
- Create and send memos to house corporations and board members as requested by director of housing operations and housing accounts payable manager.
- Create FMC annual budgets
- Manage FMC chapter wish lists, place orders and prepare recommendations to the FMC board for items over the approval limit
- Maintain a ritual equipment inventory tracker for all FMC chapters
- Create a comprehensive 10-year plan for updating FMC chapter suites with timeline, budget and items needed
- Establish preferred vendor list for FMC purchases with input from interior designers and work with designers on materials and furnishings selection for suite renovations
- Work with FMC Member at Large with education materials and on boarding of new chapters
- Review rental and maintenance contracts for FMC chapters
- Assist with the FHC/FMC annual audit as assigned
- Collaborate with director of housing operations on new extension housing needs
- Provide feedback to FHC HR business partners regarding performance issues for FMC house directors
- Collaborate with director of housing operations on new extension housing needs
- Assist director of housing operations with projects and presentations and any other items as directed

**Qualifications:**

- Demonstrated commitment to creating inclusive environments where belonging is valued.
- At least two years' experience in a related field
- Excellent verbal and written communication skills
- Proven ability in professionalism, diplomacy, confidentiality, adaptability and flexibility
- Strong organizational and time management skills to effectively partner with others
- Demonstrates accuracy and thoroughness in tasks and projects
- Ability to organize and prioritize tasks and projects to utilize time efficiently with a sense of urgency when needed
- Must be dependable regarding punctuality, timeliness and productivity of daily work and various projects
- Intermediate proficiency in Microsoft Office skills with Proficiency in Excel, ability to learn accounting software
- Familiarity with fraternity/sorority life preferred

12/2021