Position: House Captain
Department: Greek Life
Reports To: Jordan King, Assistant Director of Greek Life
Application Due: November 14, 2014 to the Office of Greek Life, Moseley 224

**JOB ELIGIBILITY**

- **General**
  - Maintain the House Captain position as the primary responsibility outside of academic pursuits.
  - Maintain full-time student status of 12-18 credit hours per semester.
  - Live in fraternity/sorority house and serve in position for Fall, Winter and Spring semesters. You may study abroad Winter Term if approved ahead of time by the Assistant Director.
  - Other outside employment and leadership position commitments must be discussed and approved by the Assistant Director.

- **Academics & Student Conduct**
  - Maintain a 2.5 minimum semester Grade Point Average and a 2.5 minimum cumulative Grade Point Average.
  - If the semester Grade Point Average falls below a 2.5 you will be placed on probation. Two consecutive semester GPAs (including Winter Term) below 2.5 may result in loss of position, even if the cumulative GPA is above a 2.5.
  - Be in good judicial standing with Elon University throughout employment.

**COMMUNITY RESPONSIBILITIES**

- **General**
  - Take primary responsibility for developing an active, inclusive, and cohesive residential community in your house.
  - Serve as a role model, abide by all federal, state, and institutional laws/policies, and support the mission of Elon University.
  - Serve as a peer mentor for residents (including roommate conflicts), listening to concerns, referring to appropriate resources on campus, and mediating conflicts when necessary, encourage residents to confront inappropriate behaviors and empower them to find solutions.
  - Communicate and enforce all Loy Neighborhood, Chapter, and Elon University policies.
  - Coordinate one house program per month covering a variety of topics: fire safety, diversity, health/wellness, scholarship, etc.
  - Report all maintenance concerns/requests to Physical Plant in a timely manner.
  - Maintain a consistent presence in the residential community.
  - Conduct house meetings as needed.
  - Maintain the appropriate cleanliness and upkeep of the house.

- **Crisis Management, Conflict Management, Mediation & Resolution**
  - Confront and document inappropriate behavior.
  - Assist with emergency situations and work with Administrator On-Call staff, Campus Security/Police and/or other emergency personnel.
  - Coordinate mandatory fire drills during fall and spring semesters. Promote resident awareness of fire and safety precautions and procedures.
  - Recognize, understand, uphold, and communicate student handbook policies to residents.
ADMINISTRATIVE DUTIES

- **Operations**
  - Assist in facilitation of Health and Safety checks, fire drills, distribution of university communications, and other Greek Life communications in the community.
  - Responsible for any/all keys, equipment and supplies lost or not returned at the end of the academic year or term of employment. You will be financially responsible for any lost or unreturned items.

- **Meetings**
  - Attend bi-weekly House Captain all staff meetings.
  - Participate in bi-weekly 1:1 meetings/facility walkthroughs with the Assistant Director.

- **Communication**:
  - Maintain ongoing communication with the Assistant Director, Greek Housing Assistants, fellow House Captains and other Greek Life staff members.
  - This includes, but is not limited to, checking your mailbox, phone messages, and campus e-mail messages on a daily basis.

- **Perform all other duties as assigned by the Assistant Director of Greek Life.**

TRAINING AND IMPORTANT DATES

- Attend Spring 2015 initial team meeting(s) and Fall 2015 training.
- Students are expected to attend ALL training sessions unless written requests have been submitted and approved by the Assistant Director of Greek Life prior to training.
- Return to campus by 12 noon on TUESDAY, AUGUST 18th, 2015 for House Captain Fall Training. Fall training will take place from Tuesday, August 18th through Loy Neighborhood Opening Day on August 22nd.
- Assist with House Captain recruitment process and work with the room assignment process for the following academic year.

REMUNERATION

House Captains will receive a $1,100 stipend that is deposited into their student account at the beginning of both the Fall and Spring Semesters ($2,200 total). House Captains who do not study abroad and are on campus during Winter Term will receive an additional $300 stipend for a total of $2,500 for the school year.