Leadership Position: House Captain  
Department: Fraternity & Sorority Life  
Reports To: Jordan King, Assistant Director of Fraternity & Sorority Life  
Two student House Captain Coordinators  
Application Due: November 13, 2015 to the Office of Fraternity & Sorority 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 employment and leadership position commitments must be discussed with the Assistant Director

- **Academics & Student Conduct**
  - Maintain a 2.5 minimum semester GPA and a 2.5 minimum cumulative GPA  
  - If the semester GPA 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 2.5  
  - Be in Good Standing with Elon University Student Conduct throughout role

COMMUNITY RESPONSIBILITIES
- **General**
  - Take primary responsibility for developing an active, inclusive and cohesive residential community in your house and the Loy Center neighborhood  
  - 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, 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 Center, Chapter, FSL and Elon University policies  
  - Coordinate one house program per semester, which can cover a variety of topics: 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  
  - Promote resident awareness of fire and safety precautions and procedures  
  - Recognize, understand, uphold and communicate student handbook policies to residents
ADMINISTRATIVE DUTIES

- **Operations**
  - 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
  - Assist with house closing prior to periods when the house will be closed: Thanksgiving Break, Winter Break, Spring Break and End-of-Year Closing
  - Assist in facilitation of Health and Safety checks, fire drills and distribution of university and FSL communications and other FSL communications in the community

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

- **Communication:**
  - Maintain ongoing communication with the Assistant Director, House Captain Coordinators, fellow House Captains and other FSL staff members; this includes, but is not limited to, checking your mailbox, phone messages and campus e-mails on a daily basis

- **Perform all other duties as assigned by the Assistant Director of Fraternity & Sorority Life**

TRAINING AND IMPORTANT DATES

- Attend Spring 2016 initial team meeting(s) and ALL Fall 2016 training sessions unless a written request has been submitted and approved by the Assistant Director of Fraternity & Sorority Life prior to training
- Return to campus by Tuesday, August 23rd, 2016 for House Captain Fall Training; Fall training will take place from Wednesday, August 24th through Loy Neighborhood Opening Day on August 27th
- Assist with House Captain recruitment and room assignment process for the following academic year

COMPENSATION

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.

*NOTE: House Captains are responsible for paying applicable room and board expenses just as other residents of the houses. House Captains are not required to live in any specific room, however, room assignment should be discussed with chapter president before rosters are submitted.*