

## Housing Manager Responsibilities

Chapter Name: \_\_\_\_\_

Address: \_\_\_\_\_

Term: \_\_\_\_\_

To be successful in the role, you will be expected to complete the following tasks:

- Live in the chapter facility during the individual housing contract term.
- Be present and lead the entire move-in process
- Lead all academic break closing and opening processes
- Be present and lead the entire move-out process
- Hold a minimum of five house meetings
- Participate in quarterly house manager conference calls
- Attend a weekly or bi-weekly meeting with WPN staff
- Walk and inspect the property at least once a month
- Report maintenance and safety concerns within 24 hours
- Act as an emergency contact for any facility-based emergencies
- Oversee a chapter facility cleaning schedule
- Attend regular chapter meetings reporting as a housing liaison
- Complete administrative duties such as paperwork, submitting work orders, etc. in whole and on time
- Responsibilities outlined are equal to 1-5 hours/week.

This list is not exhaustive and may include additional responsibilities as requested by WPN staff or chapter leadership.

As house manager, you may qualify for up to a monthly rent credit by successfully serving in the role. Successful fulfillment of the role as house manager will be determined by the Director of WPN Housing Operations and evaluated monthly. If awarded the credit, it would be placed on your Buildium account on the last day of the month. (i.e., monthly rent charged on August 1 would receive a credit on August 31).

I agree to the terms stated above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date