



POSITION DESCRIPTION

Title: Property Management Consultant
Department: National Development Corporation
Reports to: Assistant Executive Director-Housing
Status: Part-time Hourly

Typical Week: 10 to 15 hours

POSITION SUMMARY:

The Property Management Consultant (PMC) will work with the chapter Vice President House Management to help develop a sense of community among the residents of the chapter house. The PMC acts as the liaison between the residents and the National Development Corporation on the overall physical condition of the facility.

KEY ROLES (Essential Job Responsibilities):

Preparing for Success

Create an environment that represents the purpose and mission of Delta Phi Epsilon.

Assist the chapter Vice President of House Management and Chapter Advisory Board manage the physical integrity of the facility

Work to ensure a smooth move-in and check-out procedure at the beginning and end of the housing relationship with chapter women

Empower the Chapter to create and shape community in the house.

Resource Management

Conduct a weekly meeting with the chapter Vice President of House Management to ensure the smooth operation of the chapter facility

Visit and inspect the property on an established weekly basis to assess the need for repairs and maintenance

Troubleshoot emergency repair & maintenance needs

Work to secure vendors to ensure that the necessary repairs are made in a timely, cost-efficient manner

Work with the Vice President of House Management and vendors to coordinate maintenance requests and annual inspections, as necessary.

Be knowledgeable of vendor resources and provide appropriate referrals.

Target areas for long range planning needs of chapter facilities

Partnership Development

Develop collaborative partnerships with other local sorority and fraternity house staff and local vendors to facilitate conversation on all things related to housing.

Collaborate with other members of the International Headquarters' departments as it relates to chapter facility management and housing operations.

Maintain confidentiality in all matters related to housing operations and residents.

Maintain clear communication lines with Delta Phi Epsilon supervisor.

Marketing and Public Relations

Participate in activities to maintain good public relations for Delta Phi Epsilon housing programs, services and activities.

Additional Responsibilities:

Additional responsibilities relating to finances, administrative services, training, etc. as assigned.



RELATIONSHIPS:

Internal: Maintains close contact and communication with the Assistant Executive Director-Housing and chapter members.

External: Maintains close contact and communication with local vendors, local housing staff, campus based professionals and fraternal based professionals as warranted.

SKILLS/KNOWLEDGE REQUIRED:

- A minimum of 2-3 years' work experience in property operations and management
- Demonstrates ability to organize facilities management.
- Strong communication skills, both verbal and written.
- Ability to establish and maintain effective working relationships with management staff, community groups, and chapter members.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The majority of the work performed walking around a chapter facility conducting inspections which may require walking up a flight of stairs. Must be able to lift a minimum of 15 lbs.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____
Incumbent Date

Approved by: _____
International Executive Director Date