



Tips for Finding a House Director

- **Campus Greek Life Office** | Your fraternity/sorority life office may have leads on good candidates, including graduate students. Depending on the campus, they may help post your position or distribute it on their website or via a list serve.
- **Campus Housing Office** | Campus housing professionals may know of candidates or might be able to refer you to a graduate student, married graduate students or current or past resident assistants.
- **Other House Corporation Volunteers** | Ask your Greek Life office to connect you to other house corporation volunteers on your campus (especially the sorority volunteers). They may have good information about potential candidates or may know where there is going to be turnover in other houses.
- **Current House Directors** | Typically, house directors on a campus have a tight network. They know the job and know what it takes to excel in the position. They may have a friend or know someone in the community looking for a position.
- **Sororitymom.com** | Sororitymom.com is the largest list serve of house directors looking for a position.
- **Craigslist** | Some house corporations in small towns or more remote locations have used Craigslist to post a position. The Fraternity cautions you to use extra screening for anyone identified via Craigslist or other online sites.

Beta **STRONGLY** recommends that you:

- Start with a written job description, including minimum requirements and experience for the candidate.
- Have more than one member of your board conduct interviews.
- Ask for and check both professional and personal references, and take notes during those conversations.
- Perform a background check and credit check before finalizing your hire. If your job posting says that you are going to conduct these checks, it typically discourages “bad apples” from even applying. Holmes Murphy, Beta’s insurance broker, can provide background and credit check services for a nominal fee.
- Have a written contract that details salary and other types of compensation, time off, duties and performance expectations. We recommend a one-year contract that is discussed and reviewed annually in conjunction with a performance review.
- Trust your gut! Your house director is an important link to the chapter and the person tasked with overseeing the day-to-day operations of your facility.

This resource is provided by Beta Theta Pi’s Cornerstone Housing Program. If you have questions, updates or suggestions, please contact John Reineke, Director of the Cornerstone Housing Program (john.reineke@beta.org; 800.800.BETA).