



For Immediate Hire
Sorority Housing Administrator
Reports to Board of Directors
This position is remote
Salary: \$55,000-\$65,000

Sigma Delta Tau Sorority has an immediate opening for the Administrator of Housing. The Administrator of Housing is part of a housing team comprised of volunteers and paid staff responsible for all operational aspects of a comprehensive and vibrant student residential sorority experience. The Administrator of Housing is responsible for strategic planning, management and operation, both day-to-day and long-term, of residential facilities.

Key Responsibilities

- Supervise the management of the day-to-day operations of the Sigma Delta Tau Capital Corporation Board
- Oversee the management of sorority chapter houses across the country through local housing corporations and strategic business partners
- Continually review strategic partnerships with vendors and solicit bids for services
- Manage local housing corporation volunteers and maintain pipeline of new talent
- Collaborate with volunteer National Housing Chair to support, train and develop housing volunteers
- Support the core values of Sigma Delta Tau Sorority

Qualifications:

- Bachelor's degree in business or economics
- At least five years of experience working with Greek organizations and Greek housing
- Demonstrated leadership skills, including a strong work ethic
- Experience with employment law and human resource best practices
- Willingness to adhere to the Sorority core values
- Excellent interpersonal and communication (verbal and written) skills
- Demonstrated professional manner with all internal and external constituents
- Ability to be flexible, adjust to fluctuating priorities and produce reliable work products
- Proven ability to perform well in stressful situations
- Ability to travel approximately 20%

Preferred Requirements:

- Experience in property management/real estate
- Experience constructing and/or opening new fraternity/sorority properties

Interested applicants can submit a cover letter and resume to Cathy Catucci, Sigma Delta Tau Capital Corporation Secretary, at catuccisdt@gmail.com. If you have questions, you may also contact Cathy at that email address.