

PKPP Property Management LLC,  
a Florida limited liability company  
3701 Arco Corporate Drive  
Suite 500  
Charlotte, NC 28273

### **Job Description: House Director**

Your anticipated start date will begin with the opening of the building for the upcoming school year.

Your role will conclude at the end of the academic school year after all move out duties including facility closure have been completed, with the possibility of further extension by mutual agreement with PKPP Property Management LLC.

This position is designed for part-time work (this can include graduate students) and provides compensation in the form of room, meal plan (when available), on-site laundry (which may be shared), parking (subject to availability) and monthly pay rate commensurate with the position. The expected working hours including regular work and on-call are 20 hours per week.

Specific essential duties and responsibilities requested of this contract position are as follows:

#### **1. Inspections and Repair Reporting**

- Complete monthly inspections by the 10<sup>th</sup> of each month for Alpha Fraternity Management's Campus Asset Manager on the app (after proper training).
- Note facility issues and enter all work orders on the app and notify Alpha Fraternity Management's Campus Asset Manager.
- Coordinate the date / time for repairs with Campus Asset Manager when you are on site.
- Make sure the house is secured (including all windows and doors) during the holiday breaks and report to Alpha Fraternity Management's Campus Asset Manager. If you are not present during the breaks, please notify the Campus Asset Manager in advance so other security measures can be arranged.

#### **2. Coordinate student member residents Move Ins and Move Outs**

- Partner with the Campus Asset Manager regarding move in repairs to document the facility in photos and written form prior to move in.
- Complete move in and move out inspections with residents on the app (after training) with Alpha Fraternity Management's Campus Asset Manager.
- Document any needed repairs and tenant damages on the move in / move out form.
- Distribute and document all keys or door codes provided to residents at move in and collect all keys or door codes at move out.
- Partner with Alpha Fraternity Management to ensure all residents have an executed lease contract and have paid the appropriate deposit/rent prior to move in.

#### **3. Other Duties**

- Inform Alpha Fraternity Management Campus Asset Manager of anytime when you will be absent from the property for more than 72 hours.
- Inform Alpha Fraternity Management Campus Asset Manager of any activity that violates the rules and regulations set forth in the lease contract.
- Ensure fire evacuation route signs are clearly posted throughout the facility.
- Report to Alpha Fraternity Management Campus Asset Manager if any emergency exit signs and/or lighting are missing and/or not functioning.
- Inform Alpha Fraternity Management and PKPP Property Management immediately of any emergency situation.
- Partner with Alpha Fraternity Management to assist during the lease up process for the facility.
- If the facility includes a meal plan, report any issues with meal plan execution to Alpha Fraternity Management Campus Asset Manager.
- Attend any trainings required by the University.