

The House Manager Application Process

Applying to be a House Manager (HM) requires several steps. As you are considering the position, please note the following specific criteria about applying:

- You must be a full time enrolled student and a current member of a fraternity or sorority represented in McComas Village
- It is preferred that you have lived on campus at least one semester prior to employment; however off campus students are encouraged to apply.
- You must have earned no lower than a 2.5 cumulative GPA at the end of Fall 2009
- You must be in good judicial standing with the university

Step One: Attend the Information Session

Attending the Information Session is highly suggested when applying for an HM position. Students will receive information regarding the overall job responsibilities of the position, valuable tips on how to complete application materials, and an opportunity to speak with current HMs and professional staff members.

Wednesday November 4

7:00-8:00 pm

McComas Village-Alpha Chi Omega House (House Managers Only-must be a Fraternity or Sorority member to apply)

Step Two: Be Nominated from your Chapter

Chapter members interested in a HM position must seek the formal nomination of their respective chapter. Chapters provide the names of three viable candidates approved by the chapter for consideration for employment as an HM.

Step Three: Complete Application and Reference Forms

Once nominated, interested candidates will receive access to an application form from the Office of Residence Life. Once your application has been successful submitted, please print a copy of the confirmation page for your records.

Two reference forms must be completed and submitted by Friday December 4th. It is highly encouraged to have your chapter President, Advisor, or current House Manager serve as one of your references.

Step Four: Grade and Judicial Checks

Academic and judicial eligibility will be verified during Winter Break. Applicants must meet the required 2.5 cumulative GPA and remain in good judicial standing with the university. Individuals no longer eligible to apply will receive written notification of their removal from the application process.

Step Five: Individual Interview and Group Process

Individual interviews will take place in January. Applicants will be asked to schedule a 30-minute interview time with the Community Director. Individual interviews will take place in the Greek Village Office. Information about signing up for interviews is not available at this time.

The Group Process will take place early second semester. The specific date has not been determined. More information will be available to applicants soon.

Step Six: House Manager Selection

In February, the Community Director will select the staff for the 2010-2011 academic year. Applicants will receive written notification that they are either:

1. Hired and placed onto a staff
2. Eligible for hire at a later date, and placed in the alternate pool
3. Not selected as a 2010-2011 House Manager

For those that are hired or placed in the alternate pool, you will be asked to confirm your hire or alternate pool placement. Applicants must confirm their acceptance in writing by returning a signed copy of their offer letter by the date indicated. Applicants who do not confirm their acceptance will be removed from the process. The alternate pool will also be used to fill open positions during the spring 2010 and fall 2010 semesters.

Step Seven: Paraprofessional Class

All new hires and eligible applicants in the alternate pool are required to participate in and successfully complete the Spring 2010 Paraprofessional Class. More information regarding the class will be available at a later date.

Step Eight: Paraprofessional Staff Training

Paraprofessional Staff Training will begin in early August and continue through the opening weekend. Specific return dates will be announced at a later date.