



National Housing Corporation

Regional Housing Advisor

Term Length: Two years

Appointed by: National Housing Corporation Chairman

Reports to: National Housing Corporation Chairman

Position Overview: The purpose of this position is to oversee facility/housing matters for chapters, within a region as defined by the national fraternity chapter operations structure, depending on the chapters' needs. The RHA should have an understanding of any leases or local housing corporations within their region.

Time Commitment & Requirements

- 1 to 3 hours per week, varies based on time of year
- Phone, computer, internet access
- Travel may be required for MJ Housing Forum (annually in Feb.) and visiting chapters
- Be in good financial standing with Theta Phi Alpha

Skills/Competencies

- Ability to learn independently
- Communication skills
- Confidentiality
- Conflict/Confrontation Management
- Cultural Awareness/Sensitivity

Regional Housing Advisor Responsibilities:

- Be knowledgeable of housing policies.
- Oversee Local Housing Corporations, Chapter Housing/Facility Advisors, and/or Chapter House Managers (or equivalent) within the region.
- Communicate with the Chapter Advisory Board Chairman regarding any housing concerns with membership for chapters within the region.
- Assist in the review of leases and member housing agreements.
- Maintain a list of assets such as furniture for chapters.
- Read all incident reports relating to housing.
- Recruit and train Chapter Housing/Facility Advisors as needed.
- Assist in the identification and recommendation of chapter housing needs.
- Attend Quarterly RHA meetings to interface with other Theta Phi Alpha RHAs.
- Report to the National Housing Corporation Board.
- Attend Theta Phi Alpha events and training as needed.
- Submit reports as requested.
- Perform other duties as reasonably requested.