

Live-In House Director

Northwestern University · 2026–2027 Academic Year

About the Role

The Phi Kappa Psi House Corporation at Northwestern University is hiring a live-in House Director for the 2026–2027 academic year. The role is ideal for a graduate student or early-career professional seeking subsidized Evanston living in exchange for serving as the on-site adult presence in our chapter house at 2247 Sheridan Road.

The House Director is an important partner in the chapter's success — providing facility oversight, offering mentorship and a supportive presence for residents, and serving as the liaison between the undergraduate chapter, the House Corporation, Northwestern's Office of Fraternity & Sorority Life (FSL), Quadrangles, and Phi Kappa Psi national headquarters. This is a live-in role in an all-male undergraduate fraternity residence of approximately 30 college students.

Compensation

Housing	Private furnished room with private bath in the chapter house
Utilities & Wi-Fi	Included year-round
Meals	Chef-prepared meals during academic year service hours
Stipend	\$1,000/month during the academic year (10 months, September–June)
Summer (optional)	Room and utilities continue at no cost; no stipend or meal service
Estimated package value	Approximately \$30,000+, tax-advantaged

Term & Timing

- **Target start date:** August 15, 2026
- **Required in residence by:** September 1, 2026
- **Term:** One academic year, renewable by mutual agreement
- **Summer residency:** Optional and at no cost; no chapter service required unless mutually agreed

Time Commitment

This is a live-in role, not a 9-to-5 job. The core requirement is consistent presence in the house during the academic year, primarily in evenings and on weekends. Specific presence expectations will be discussed during the interview and confirmed in the employment agreement.

Core Responsibilities

The House Director works in partnership with the chapter's elected House Manager and Executive Board. The House Manager handles day-to-day facility logistics; the House Director provides oversight, an adult perspective, and liaison support.

- Engage with residents during shared meals and around common spaces to build genuine, supportive relationships
- Serve as a known, accessible, and trusted adult presence in the house
- Offer mentorship and guidance when appropriate; remain approachable for residents who need an adult perspective
- Conduct daily walkthroughs of common areas and regular fire and life-safety equipment checks
- Be onsite for and support periodic Northwestern fire drills and City of Evanston / Environmental Health & Safety inspections
- Serve as primary contact for vendors and contractors; remain present with them while they are in the house
- Act as the primary liaison between the chapter, the House Corporation, NU Office of Fraternity & Sorority Life, Quadrangles, and Phi Kappa Psi national headquarters
- Be present for chapter openings and closings (fall move-in, winter and spring breaks, summer)
- Report welfare, safety, or significant policy concerns to the House Corporation in a timely manner
- Provide a brief monthly update to the House Corporation
- Perform other related duties as reasonably requested by the House Corporation

This Role Might Be For You If...

- You want subsidized Evanston living without sacrificing your professional or academic life
- You're a calm, dependable presence who's comfortable being the only adult in the room
- You communicate clearly and professionally with a range of people — students, parents, vendors, university officials
- You're organized, notice maintenance issues before they become emergencies, and follow through without being asked
- You can hold firm expectations while building genuine rapport with college-age residents
- You exercise good judgment under pressure and keep your composure in unexpected situations

Qualifications

Required

- Bachelor's degree
- Ability to pass a background check (facilitated by Northwestern)
- Ability to register as a Northwestern University affiliate to obtain a NetID, University ID, and Wildcard
- Stable primary occupation that allows for consistent evening and weekend presence (graduate student, remote professional, or early-career professional with predictable hours)
- Comfortable serving as the only adult in residence in a college fraternity house of approximately 30 undergraduate men
- Strong written and interpersonal communication
- Able to climb stairs, conduct walking inspections of a multi-story building, and lift up to 25 pounds

Preferred

- Currently enrolled as a graduate student at Northwestern, Loyola, or DePaul

- Prior fraternity or sorority affiliation as an undergraduate
- Prior residence life, property management, or related experience
- Familiarity with Northwestern or the Evanston/Chicago area

To Apply

Interested candidates may send a résumé and/or LinkedIn profile to hiring@nupkp.com along with a brief note describing their interest. Position open until filled.

Phi Kappa Psi IL Alpha House Corporation is an equal opportunity employer.