The goal of the Alpha Delta Management (ADM) Corporate Board is that each student’s experience in the brotherhood of Phi Kappa Theta leads to a safe and successful college experience. As an ADM employee, the Phi Kappa Theta Live-in Adviser (LIA) shall provide guidance and leadership in matters of education, behavior and brotherhood for the residents of the fraternity. The LIA is responsible for enforcing the standards of Washington State University and Phi Kappa Theta. The LIA also has administrative responsibilities associated with maintenance and care of the chapter house, collection of room and board obligations, and timely reporting to ADM on matters pertaining to personnel, finance and facilities.

ADM places a priority on participatory decision-making, as well as the role of the adviser as an advisor and educator. Consequently, the LIA is expected to work closely with the PKT Executive Board (E-Board) and the WSU Greek Affairs team in the implementation of university and fraternity standards. The responsibilities of the E-Board cover the main areas of chapter management and recruiting. To monitor and promote success in each management category, the LIA should work with individual officers on plans, action and reviews. Special emphasis must be placed on the recruiting program to ensure the house is full and men of high standards are recruited.

The following set of expectations will be used to review the performance of the Live-in Advisor:

1. Training and Supervision

   A. Communication
      1) The LIA is expected to be an accessible resource for students, especially those with a need to resolve problems. For the well-being of the student, the LIA should refer students to campus resources when situations dictate.
      2) Facilitate timely and appropriate interventions through dialogue, mediation, and adjudication of intra-fraternity conduct issues via the chapter Judicial Board.
      3) Meet weekly with chapter E-Board officers.
      4) Develop goals with individual officers to be used for planning, direction, and evaluation.
      5) Attend chapter meetings monthly and community events.
      6) Meet at least once per month with WSU Greek Affairs.
      7) Maintain close working relationship with the fraternity cook and kitchen manager.
      8) Participate in weekly conference calls with ADM Board.
      9) Provide bi-weekly text summaries to ADM Board during academic year and summer months.
     10) Communicate weekly with the rush/recruiting team during the summer months.

   B. Food Service
      1) Communicate/collaborate weekly with the fraternity cook to ensure meals meet student needs for quality, quantity and good health, within the established budget.
      2) Develop weekly menus in collaboration with chapter officers and the cook.
      3) Provide such menus for the cook no later than 5:00 p.m. each Monday, one week in advance.
      4) Communicate with members about meal quality.
      5) Encourage members and associate members to eat together in the dining room to build camaraderie.
      6) Be present at meals whenever possible.
      7) Provide accurate billing of live-outs for meals eaten in the fraternity.
      8) Enforce a meal signup system so the proper amount of food may be prepared daily.

   C. Advising
      1) Advise, consult and develop leaders through chapter meetings and involvement in programs.
      2) Work with E-Board to have them hold annual goal-setting and evaluation sessions (Chapter Quo-Vadis).
      3) Encourage student involvement in fraternity and campus activities.
      4) Assist in development and evaluation of recruiting and orientation programs.
      5) Implement and monitor educational programs to promote graduation. Maintain position in the top 5 GPA.
      6) Focus on Phi Kappa Theta fraternal values and related goals from WSU Greek Affairs.
      7) Promote chapter participation in leadership positions on IFC and ASWSU.
      8) Coordinate appropriate training sessions for chapter officers and all members throughout the year.

2. Educational and Community Development

   1) Work with E-Board to set conditions conducive to quiet study time and academic achievement.
   2) Work with E-Board so that they ensure that students who are not succeeding follow remediation plans.
   3) Encourage mutual respect, communication, and cooperation between house members.
   4) Promote chapter involvement in community endeavors to develop member’s humanitarian spirit and the chapter’s reputation as a community leader.
3. Administration

1) Ensure that all chapter residents are aware of WSU policies and regulations relating to student conduct.
2) Ensure that residents follow rules related to fire, safety and security.
3) Administer check-in process, room assignments, room sign-up, check-out, and inventory.
4) Work with house officers to determine responsibility for damages and loss to facility or furnishings.
5) Work with officers to keep the chapter clean and operational.
6) Issue & administer room keys and ensure accurate records and accounting for replacement keys.
7) Communicate and coordinate maintenance regularly with Vulcan and Pullman area maintenance contractors.
8) Ensure that the fraternity is properly secured daily, especially at the beginning of student vacation periods.
9) Assist the fraternity treasurer with timely billing and collection of fees for room, board and other fees.
10) Meet bi-weekly with the ADM Accountant to insure that deposits, AR’s and ADM financials are in order.
11) Report and converse weekly with ADM.
12) Provide regular occupancy figures and projections for Alpha Delta Management officers and officials.
13) Coordinate/oversee periodic inspections and comply other recommendations of FM Global (insurance company) and Pullman Properties (property owner).

4. Preferred qualifications:

- Bachelor’s degree or commensurate/equivalent experience in student development, leadership or a related area.
- Experience:
  - Advising of a fraternal organization on a university campus.
  - Leadership development with college-age students.
  - Residence hall management experience.
- Property management including coordination of maintenance projects.
- Financial management