RESIDENT HOUSING ASSOCIATION
NATIONAL RESIDENT HALL HONORARY (NRHH) EXECUTIVE CHAIR

The Resident Housing Association (RHA) is responsible for planning, implementing, and evaluating a variety of initiatives and programs that support Student Housing's Mission, Vision, and Values. The Resident Housing Association also provides a platform for residents of the four undergraduate housing communities (Arroyo Vista, Campus Village, Mesa Court, and Middle Earth) to have a representative voice in their residential communities. The Resident Housing Association Executive Board will be comprised of 5 staff positions: 1 President, 1 Vice President, 1 Financial Chair, 1 National Communications Coordinator, 1 National Residence Hall Honorary (NRHH) Executive Chair. Further details on each position can be read below:

NRHH EXECUTIVE CHAIR 1 position available

<table>
<thead>
<tr>
<th>Advisor:</th>
<th>Amanda Lopez, Student Development Coordinator</th>
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</thead>
<tbody>
<tr>
<td>Salary:</td>
<td>$12.00 per hour</td>
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<tr>
<td>Employment Dates:</td>
<td>August 12, 2019 – June 22, 2020</td>
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About six weeks before school starts there will be training and a retreat. There are approximately six office hours per week (made up according to your schedule) and three separate hours of meetings with the Coordinating Board (CB), Executive Board (EB), and the Advisor. There will be other committee meetings with separate times throughout the year. Approximately 10-12 hours per week.

Purpose:
The National Residence Hall Honorary (NRHH) Executive Chair is responsible for chairing/leading and providing direction to the NRHH organization. They organize the community service opportunities and the recognition process of residents (Of the Months) on a monthly and quarterly basis for Student Housing. The NRHH Executive Chair is responsible for chairing NRHH Executive Board and general member meetings. The NRHH Executive Chair shall work closely with Advisor to ensure the constitution, purpose, and goals of the organization are being accomplished.

Duties:
- Lead the NRHH Executive Board and provide the leadership, drive, and direction to promote success and growth of NRHH
- Manage Of the Month recognition by marketing and promoting the OTM submission and review process; organize OTM submissions and prepare information for OTM review and winner selection
- Create agenda and lead NRHH bi-monthly meetings
- Promote and recruit for NRHH to all undergraduate communities and coordinate NRHH community service projects
- Coordinate the development of goals and expectations for NRHH and provide the direction for the organization and its members
- Work closely with RHA and the officers and maintain consistent communication between NRHH & RHA
- Appoint, in collaboration with the Advisor, individuals to positions within NRHH as dictated by the Constitutions and Bylaws
- Complete all NACURH affiliation requirements of the UCI NRHH Chapter
- Represent UCI as the NRHH Representative to the PACURH Regional Conference, Business Conference, and NACURH Conference
- Attend and actively engage at regional and national conferences
  - PACURH (typically in November)
  - Regional Business Conference (typically in February)
  - NACURH (typically in May or early June)
- Work closely with the Advisor and Executive Board to assist in preparing bids for any conference or award bids RHA places at the regional or national level
- Participate in regional and national task forces as applicable
- Maintain correspondence with the PACURH and NACURH regions by attending Regional Board video chats
- Responsible for updating the constitution and making sure it is in line with the NACURH and PACURH Policy
- Attend Coordinated Undergraduate Governance (CUG) meetings
- Attend RHA weekly Executive Board & Coordinating Board meetings (Mondays at 5:00 pm and Wednesdays at 3:00 pm)
- Serve as a liaison to one undergraduate housing community by attending RA and Community Council meetings
- Attend and participate in required staff activities, including training, in-service, and staff retreats (Including fall training and retreat as well as a winter training at the beginning of winter quarter)
- Assist with community openings and closings (i.e. move-in/move-out days).
- Adhere to all Student Housing and University policies and procedures.
- Submit an end-of-the-term report at the end of the academic year for the incoming NRHH Executive Chair
- Other duties as assigned by supervisor

Requirements:
- Is a resident of Arroyo Vista, Campus Village, Mesa Court or Middle Earth for the 2019-2020 academic year
- Full-time UCI student, with a minimum quarterly and cumulative 2.4 GPA for the employment period
- Must attend weekly staff meetings on Mondays from 5:00pm-6:00pm and Wednesdays from 3:00pm-5:30pm
- Proven leadership experience and customer service capabilities
- May not participate in any outside work or activities except as appropriate and approved by the supervisor during Fall training, Welcome Week, and opening and closing periods
- Accuracy and attention to detail
- Ability to work independently, takes initiative, and be proactive
- Works well within a team, flexible, and able to communicate effectively
- Serves as a positive role model in the communities
- Must be a member of NRHH
  - Preferable involvement with NRHH and/or its committee

PRINT NAME
SIGNATURE
DATE