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:

**FINANCIAL CHAIR**

1 position available

<table>
<thead>
<tr>
<th>Advisor:</th>
<th>Amanda Lopez, Student Development Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary:</td>
<td>$12.00 per hour</td>
</tr>
<tr>
<td>Employment Dates:</td>
<td>August 12, 2019 – June 22, 2020</td>
</tr>
</tbody>
</table>

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 Financial Chair is responsible for managing the financial accounts of the RHA Executive Board, maintaining a budget, and ensuring against overspending. It is especially important for the Financial Chair to maintain accurate records of all budget expenditures. The Financial Chair should be attentive to details, good with numbers, and able to meet specific deadlines.

**Duties:**

- Maintain the financial records of RHA
- Supervise the collection and distribution of funds within RHA
- Keep accurate records of all RHA financial transactions and report to RHA Executive and Advisor on a regular basis
- Manage check requests and petty cash fund of approved spending voted on by the RHA Executive Board
- Coordinate Care Package Program by organizing the handling and distribution of packages – including but not limited to: Welcome Package, Fall Finals, Winter Finals, Spring Finals
- Manage and maintain all aspects of the Care Package delivery, maintain working relationship with On Campus Marketing (OCM) and other fundraising businesses
- Review the budget and provide recommendations for all purchase proposals submitted based on current account status
- Create quarterly budget reports, review with the Executive Board, and submit to the Advisor
- Be impartial as it relates to budget requests from all RHA members
Work directly with the RHA Executive Board to ensure the financial sustainability of the many parts of the organization
- Establish and enforce financial policies in accordance with the Constitution
- Order the pins and stoles for Housing graduates & manage the sales process
- Take meeting minutes in absence of Vice President
- Work closely with Advisor and Executive Board to assist in preparing bids for any conference or award bids RHA places at the regional or national level
- 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 Financial 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 2.4GPA for the employment period
- Must attend weekly staff meetings on Mondays 5:00pm-6:00pm and Wednesdays from 3:00pm-5:30pm
- 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
- Support, participate, and assist with coordination of Student Housing and community specific events including, but not limited to, such events as Welcome Week, and Celebrate UCI
- Proven leadership experience and customer service capabilities
- Accuracy and attention to detail
- Working Knowledge of MS Excel
- 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

PRINT NAME  SIGNATURE  DATE