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:

**NCC 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 6 office hours per week (made up according to your schedule) and 3 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 Communications Coordinator (NCC) represents UCI to the National Association of College and University Residence Halls (NACURH), Incorporated and its affiliate, the Pacific Affiliate of College and University Residence Halls (PACURH). The NCC regularly communicates with RHA members from other institutions and represents UCI in regional and national boardroom meetings of PACURH and NACURH. The NCC is responsible for the selection and preparation of delegations to attend regional and national conferences and oversees the bidding for regional and national awards.

**Duties:**

- Follow all guidelines of the National Communications Coordinator position as defined by the National Association of College and University Residence Halls Incorporated (NACURH)
- 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)
- Prepare for (reviewing bids, legislation, etc.) and serve as the voting representative for UCI’s RHA at regional and national conferences
- Organize delegations to attend the PACURH and NACURH conferences
Including:

- Coordinate the registration, travel, transportation logistics, etc.
- Inform all delegates of activities prior to the conference
- Build posters, displays, flags, and spirit pins and inform the delegation of conference practices

- Serve as the bid chair for any conference or award bids RHA places at the regional or national level
- Encourage bidding for Regional awards (as listed in the PACURH Policy Book)
- Participate in regional and national task forces as applicable
- Maintain affiliation and communication with PACURH and NACURH regions; includes paying dues, online affiliation form, and writing annual NIC report
- Write and submit Of The Months (OTMS) and bids for regional and national awards
- Give updated reports on NACURH and/or PACURH at each meeting of Coordinating Board and Executive Board
- Maintain correspondence with the PACURH and NACURH regions by attending Regional Board video chats
- Handle publicity with other on campus organizations and community councils (posters, flyers, table tents, etc.)
- Coordinate the NCC In-Training application and training process
- 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 National Communications Coordinator
- 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
- 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
- Proven leadership experience and customer service capabilities
- 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
  - Preferable attendance at a PACURH conference, but not a requirement

PRINT NAME

SIGNATURE

DATE