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:

**VICE PRESIDENT**

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 Vice President of the Resident Housing Association (RHA) shall ensure that student’s voices are heard through the advocacy of the organization. It is critical the Vice President knows the goings-on in every advocacy committee, and has an understanding of the set goals in mind for each committee. The Vice President is also in charge of spearheading social justice and diversity initiatives that better educate the students living on campus. The Vice President is expected to handle presidential responsibilities in the absence of the President.

**Duties:**

- Assumes the office of President in President’s absence temporarily or permanently/assists the President when needed
- May chair the Advocacy Committee, leading and managing all advocacy initiatives
- Responsible for collecting and documenting all Advocacy Committee progress and planning efforts
- Lead efforts in identifying resident concerns and input through surveys, focus groups, etc., from students and organize and lead advocacy efforts to address concerns
- Responsible for designing and maintaining a resident feedback system to address resident concerns and ensure all communication on behalf of RHA is approved by the RHA Executive Board
- Keep accurate records of all RHA meetings and takes minutes during RHA EB & CB meetings and submit to Marketing Coordinator for publication on website
- Responsible for the daily maintenance and response of the RHA Email
- Work with Supervisor on the Executive Board selection process and timeline and manage the spring quarter selection process in CB meetings and job posting process
- Initiate contact and serve as a liaison between RHA and various campus departments and student organizations
- Works with NRHH on community service opportunities
- Act as the business manager of RHA and is responsible for managing the RHA office, supply order, cleanliness, office hours, etc.
- 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 Vice President
- 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 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
- 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 Executive Board experience from either RHA or Community Council.