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 three undergraduate housing communities (Arroyo Vista, Mesa Court and Middle Earth) to have a representative voice in their residential communities.

RHA’s Programming Board will be comprised of 8 positions: Program Advisor, Marketing Coordinator, and 6 Community Programmers. This dynamic team will focus on the implementation of educational and social programming for the three undergraduate housing communities. Each role will support the UCI Housing residential curricular approach while also assessing the community needs to better support the student population UCI Housing serves.

### RHA PROGRAMMER

**Supervisor:** Tiana Marshall, Student Development Coordinator  
**Wages:** $13.00 per hour  
**Employment Dates:** September 8, 2020 – June 14, 2021  
**Live-on Requirement:** Must live within one of the UCI Housing undergraduate Housing Communities

The RHA Programmers are staff members that comprise the Resident Housing Association Programming Board (RHA) along with the Programs Advisor and Marketing Coordinator. The RHA Programmers work cooperatively with each other, under the guidance of the Programs Advisor, Student Development Coordinator, and the Residential Life Teams, to implement and market community- and undergraduate housing-wide educational and social programs to residents of the three undergraduate communities. Program development will be based on an assessment of the communities’ needs and the residential curricular approach. Approximately 10-15 hours per week.

**Purpose of Position:**

In conjunction with Student Development Coordinator (SDC), Resident Housing Association (RHA), and other Housing student staff, assesses the needs of the three undergraduate housing communities and works to develop and implement educational and social programs to address those needs and support the residential curricular approach.

**Job Duties:**

- Responsible for working with other RHA Programmers to plan educational and social programs and activities each quarter (Quarterly programs as well as Signature Events) while utilizing a residential curricular approach.
- Participate in one-on-ones with Student Development Coordinator (SDC) and Program Advisor (PA); keeps SDC and PA informed through daily interactions.
- Participate and attend the following meetings
  - Required Weekly Staff Meetings on **Wednesdays, 5:00pm-7:00pm**.
  - 1-on-1 Meetings with supervisor bi-weekly for approximately 30 minutes.
  - Department Liaison Meetings bi-weekly for approximately 30 minutes.
  - Council Meetings and RA Meetings bi-weekly for approximately 30 minutes cumulative.
  - Weekly Program Preparation Meetings with Program Advisor for approximately 30 minutes cumulative
  - All other meetings as deemed necessary.
• There are approximately 3 office hours per week (made up according to your schedule and the needs of the Programming Board)
• Support NRHH by submitting 2 Of the Month proposals each Quarter before the deadline.
• Be the liaison representative for one of the three undergraduate communities or RHA Coordinating Board Meetings- this requires attending said community’s RA and Community Council Meeting on a bi-weekly basis in person and through email correspondence.
• Complete various administrative tasks accurately, completely and promptly.
• Complete all programming paperwork in a timely manner. This includes all program proposals, program evaluations, Managed Spend Card Requests, Managed Spend Card Packets, supply requests, etc.
• Maintain general awareness of campus programming services and resources through department liaisons; refer staff and students to these resources when appropriate.
• Demonstrate ability to work independently and with little supervision, as well as work in a team setting.
• Attend and/or support programs presented by other RHA Programmers and student groups in Housing.
• Maintain professional working relationships with other professional and student staff members. Work to resolve concerns and/or conflicts with other staff. Discuss issues with Student Development Coordinator/Program Advisor when appropriate.
• Attend and participate in required staff activities including: Fall training, Winter Retreat, Housing Sponsored Conferences, RHA sponsored tabling events, and Training Refreshers.
• Assist Program Advisor with the organization and upkeep of inventory in the RHA supply closet and office space.
• Assist with community openings and closings (i.e. move-in/move-out days).
• Serve as a positive role model in the community.
• Adhere to all Student Housing and University policies and procedures.
• Will write a transition report at the end of their term
• Other duties as assigned by supervisor.
• During the Academic Year, students may be allowed up to 10 hours per week of outside activity, including other employment, extra-curricular, or co-curricular activity, that do not conflict with job responsibilities.

Position Guidelines & Requirements:
• Commit to position for one academic school year (September 8, 2020 – June 14, 2020.)
• Enroll in a minimum of 12 units per quarter and maintain full-time student status.
• Maintain a minimum quarterly and cumulative 2.4 GPA and be in good academic standing.
• Must attend required staff meetings.
• During Finals Week of each Quarter, Winter Break, and Spring Break students will not be permitted to work throughout this time unless given special permission in writing from Supervisor.
• During Fall Training, Welcome Week, Opening and Closing periods, students may not participate in any outside work or activities except as appropriate and approved by the supervisor.
• Support, participate, and assist with coordination of Student Housing and community specific events including, but not limited to, such events as Welcome Week, Housing tabling, Housing sponsored conferences, and Celebrate UCI.
• Participate in all staff development, training sessions, meetings, quarterly gatherings, and retreats.
• Serves as a positive role model in the community.

PRINT NAME       SIGNATURE       DATE