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. The Resident Housing Association Executive Board will be comprised of 5 staff positions: 1 President, 1 Vice President of Advocacy, 1 Vice President of Administration & Finance, 1 National Communications Coordinator, 1 National Residence Hall Honorary (NRHH) Executive Chair.

**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>$13.00 per hour</td>
</tr>
<tr>
<td>Employment Dates:</td>
<td>August 17, 2020 – June 14, 2021</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 may 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)
- Serve as a liaison between the National Association of College and University Residence Halls, Inc. (NACURH), the Pacific Affiliate of College and University Residence Halls (PACURH), and RHA.
- Serve as Parliamentarian during all RHA meetings by enforcing Robert’s Rules of Order Newly Revised
- 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
• Responsible for the advertisement of conferences and the opportunity for residents to attend as delegates, including presenting at RHA-CB, NRHH, RA and Council meetings
• Organize delegations to attend the PACURH and NACURH conferences; including assigning subcommittees
  o Coordinate the registration, travel, transportation logistics, etc.
  o Inform all delegates of activities prior to the conference
  o Build posters, displays, flags, and spirit pins and inform the delegation of conference practices
  o Coordinate follow up projects for all delegation members after the conference
• Shall be responsible for the submission of bids to the annual PACURH & NACURH Conferences given the timeline provided by the Regional Board of Directors (RBD) and the National Board of Directors (NBD)
• Serve as the bid chair for any conference or award bids RHA places at the regional or national level
• Serve as a Chair and provide support if UCI is selected as a host site for a PACURH affiliated conference
• Encourage bidding for Regional awards (as listed in the PACURH Policy Book)
• Participate in a minimum of one regional or national task force
• Maintain affiliation and communication with PACURH and NACURH regions; includes paying dues, online affiliation form, and writing annual NIC report
• Coordinate the appointment process of the National Communication Coordinator in Training (NCC-IT) during winter quarter; train NCC-IT from time of appointment in all NCC and Parliamentarian duties
• Maintain correspondence with the PACURH and NACURH regions by attending Regional Board video chats
• Attend Coordinated Undergraduate Governance (CUG) meetings
• Serve as a liaison to one undergraduate housing community by attending RA and Community Council meetings
• Assist with community openings and closings (i.e. move-in/move-out days) as needed
• Submit an end-of-the-term report at the end of the academic year for the incoming NCC
• Other duties as assigned by supervisor

Requirements:
• Must have been a resident of Arroyo Vista, Campus Village, Mesa Court, or Middle Earth for at least one academic year
• Is a resident of Arroyo Vista, Mesa Court or Middle Earth for the 2020-2021 academic year
• Full-time UCI student, with a minimum quarterly and cumulative 2.4 GPA for the employment period
• Adhere to all Student Housing and University policies and procedures
• Must attend weekly staff meetings on Mondays from 5:00pm-6:30pm and Wednesdays from 3:00pm-5:30pm
• Must 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)
• 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
  o Preferable attendance at a PACURH conference, but not a requirement