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.

**PRESIDENT**

1 position available

Advisor: Amanda Lopez, Student Development Coordinator
Salary: $15.25 per hour
Employment Dates: August 17, 2020 – June 14, 2021

About six weeks before school starts, there will be training and a retreat. There are approximately eight 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, a monthly Coordinated Undergraduate Governance meeting for 1.5 hours and meetings with ASUCI. There may be other committee meetings with separate times throughout the year. Approximately 12-15 hours per week.

**Purpose:**

The President of the Resident Housing Association (RHA) is responsible for providing direction to other RHA positions. The President is the main executive power in RHA, and is responsible for overseeing RHA Executive Board & RHA-Coordinating Board meetings. The President shall work closely with the RHA Advisor to ensure the constitution, purpose, and goals of the organization are being accomplished.

**Duties:**

- Oversee RHA Executive Board and provide the leadership, drive, and direction to promote success and growth of RHA
- Stay updated with staff activities, advise, and motivate staff through regular contact as well as facilitate bi-weekly one-on-one meetings with RHA Executive Board members
- Responsible for supporting staff and communicating with the Advisor when any staff member is not completing their role effectively or needs additional support in their role
- Create agenda and lead RHA Executive Board and RHA Coordinating Board meetings; delegating tasks as needed
- 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)
- Serve as the voting representative of UCI in President’s Business Meetings; voting in the best interest of UCI residents being represented
- Participate in a minimum of one regional or national task force
• Serve as a Chair and provide support if UCI is selected as a host site for a PACURH affiliated conference
• 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
• Appoint committees & committee chairs as needed and work with supervisor to fill vacancies in the executive board as needed
• Work closely with NRHH Executive Chair and the officers and maintain consistent communication between NRHH & RHA
• Attend each Community Council meetings once a quarter
• Meet and collaborate with council Presidents and representatives via Coordinating Board meetings to keep everyone up to date and ensure councils are meeting needs and goals of their community
• Leading the planning and executing of the Housing Tournament for Community of the Year
• Communicate the needs, desires, and opinions of the residents to the University and the Community as the student representative and voice of Undergraduate Student Housing
• Maintain correspondence with the PACURH and NACURH regions by attending Regional Board video chats
• Attend Coordinated Undergraduate Governance (CUG) meetings
• Work with ASUCI Housing Liaison and attend meetings as needed
• Serve as chairperson of the constitution and bylaws reviews committee
• Coordinate certain programmatic and outreach efforts such as, but not limited to Celebrate UCI
• Serve as a liaison to one undergraduate housing community by attending RA and Community Council meetings in the absence or schedule conflict of other Executive Board members
• 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 President
• 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 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
• 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.