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.

**PROGRAMS ADVISOR**
Supervisor: Tiana Marshall, Student Development Coordinator
Wages: $15.25 per hour
Employment Dates: August 24, 2020 – June 14, 2021
Live-on Requirement: Must have lived within one of the UCI Housing undergraduate Housing Communities (Mesa Court, Middle Earth, Campus Village, Arroyo Vista)

The RHA Program Advisor is a staff member that is a part of the Resident Housing Association Programming Board along with the Community Programmers and Marketing Coordinator. The RHA Program Advisor will oversee and facilitate the development of a strong Programming Board/team, and will supervise the Marketing Coordinator and the RHA Programmers in the planning and implementation of educational and social programs. Additionally, the Programs Advisor will assist the Student Development Coordinator with various tasks such as administrative paperwork, provide guidance and feedback on program development and implementation, assess and evaluate the needs of each community, maintain a database of all programs, office and inventory management, assist with coordination and implementation of trainings, team building and staff development efforts. They will also coordinate certain educational and social programmatic and outreach efforts such as, but not limited to Community tabling, Pass-Down, and Celebrate UCI. Approximately 15-18 hours per week.

In order to be considered for and maintain this position, you must:
- Have programming and event planning experience.
- Have proven leadership experience/skills.
- Have the ability to work independently, take initiative, and be proactive.
- Work well within a team, demonstrate flexibility, communicated effectively, and show attention to detail.

Preference will be given to candidates who are able to demonstrate the following:
- Prior work and residential experience in Student Housing.
- Experience developing and gathering programming resources.
- Experience implementing programs.
Position Description:

- In conjunction with Student Development Coordinator, Resident Housing Association, and other Housing student staff, assesses the needs of the three undergraduate housing communities and works to advise, develop, and implement educational and social programs addressing those specific student needs while utilizing a residential curricular approach.
- Responsible for mentoring and advising RHA Programmers in planning and implementation of educational and programs and social activities each quarter.
- Complete various administrative tasks accurately, completely and promptly.
- Manage the organization of the office and inventory of programming supplies and space.
- Participate in weekly meetings with Student Development Coordinator and Marketing Coordinator to develop meeting agenda and assignments.
- Participate in one-on-ones with Student Development Coordinator; keeps supervisor and coworkers informed through daily interactions.
- Meet weekly with Community Programmers to receive updates on upcoming events, assist with potential challenges they encounter during the planning process, and program wrap up items/debrief.
- Attend all mandatory meetings
  - Attend Programmer Weekly Staff Meetings on Wednesdays from 5:00-7:00pm
  - Attend Executive Board bi-weekly staff meetings on Wednesdays from 3:00-5:00pm.
  - Attend Coordinating Board weekly Meetings on Mondays from 5:00pm-6:30pm
  - Attend 1-on-1 Meetings with supervisor bi-weekly for approximately 30 minutes
- Co-facilitate the Programmer weekly staff meetings on Wednesdays from 5:00-7:00pm with Marketing Coordinator and Student Development Coordinator.
- Attend weekly Council Board meetings on Monday evenings and other meetings as deemed necessary
- Work approximately 8 hours per week in the RHA office space (3 days a week minimum made up according to your schedule)
- Work approximately 1 hour per week doing the inventory and organization of RHA supplies closet and the RHA office supplies and inventory.
- Function as a lead for all quarterly signature programs, the welcome week dance, Housing tabling events, and Council marketing competition.
- Co-Facilitate with Student Development Coordinator the program brainstorming meetings and assist with the program proposals submission form.
- Implement and evaluate all program assessments and input in database to track learning outcomes and student responses.
- Maintain general awareness of community and campus programming services and resources; refer staff and students to these resources when appropriate.
- Assist Student Development Coordinator with special projects and tasks
- Attend and/or support programs presented by other programmers and student groups in housing by being present for most events.
- Assist the Student Development Coordinator with various tasks such as administrative paperwork, management of office, maintain a database of all programs and survey evaluations, and assist with coordination and implementation of trainings, team building and staff development efforts.
- Coordinate certain programmatic and outreach efforts such as, but not limited to Celebrate UCI and other tabling opportunities.
- Demonstrate ability to work independently and with little supervision, as well as work in a team setting.
- 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 and Community Programmers when appropriate.
- 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.
- Attend and participate in required staff activities including: Fall training, Winter Retreat, Housing Sponsored Conferences, RHA sponsored tabling events, and Training Refreshers.
- 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.
- Write a transition report at the end of their term
- Other duties as assigned by supervisor.
Position Guidelines & Requirements:

- Commit to position for one academic school year (August 24, 2020 – June 14, 2020.)
- Adhere to all Student Housing and University of California policies and procedures.
- 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 |