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.

**VP OF ADMINISTRATION & FINANCE 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 Vice President of Administration & Finance provides strategic and operational leadership for all administrative and business functions of RHA. They provide day-to-day management and coordination of Finance and Administration operations. The Vice President of Administration & Finance 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
- Responsible for keeping 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 maintaining the organization and functionality of the RHA office, communicating any office needs to the RHA Advisor(s)
- Manage all transactions through ASUCI Club Accounting and the Student Government Business Office retaining copies of all forms and receipts – including check requests, petty cash fund of approved spending, and the completion of all cash and check deposits
- Keep accurate records of all RHA financial transactions; create quarterly budget reports to present to the RHA Executive and Advisor
- Responsible for preparing, presenting, and maintaining an annual budget to the RHA Executive Board for review within four weeks of the beginning of fall quarter
- Review the budget and provide recommendations for all purchase proposals submitted based on current account status
- Responsible for maintenance and response of the RHA email
- Oversee the organization and maintenance of any shared drives specific to RHA Executive Board
- Register RHA with the Office of Campus Organizations – ensuring all registration requirements are completed
- Manage and maintain all aspects of the Care Package delivery coordinate Care Package Program by organizing the handling and distribution of packages – including but not limited to: Welcome Package, Fall Finals, Winter Finals, Spring Finals
- Be impartial as it relates to budget requests from all RHA members
- Establish and enforce financial policies in accordance with the Constitution
- Oversee the ordering of pins and stoles for Housing graduates & manage the sales process
- 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
- Serve as a Chair and provide support if UCI is selected as a host site for a PACURH affiliated conference
- 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).
- Submit an end-of-the-term report at the end of the academic year for the incoming Financial Chair
- 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 2.4GPA 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
- Working Knowledge of MS Excel or Google Sheets
- 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.