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 four 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 ADVOCACY 1 position available**

| Advisor: | Amanda Lopez, Student Development Coordinator |
| Salary: | $13.00 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 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 Advocacy of the Resident Housing Association (RHA) shall ensure that student’s voices are heard through the advocacy of the organization. It is critical the Vice President of Advocacy knows the goings-on in every advocacy committee, and has an understanding of the set goals in mind for each committee. The Vice President of Advocacy is also in charge of spearheading social justice and diversity initiatives that better educate the students living on campus.

**Duties:**

- Primarily responsible for serving as an advisor to all advocacy-based committees and projects that are established or organized by the Coordinating Board and RHA based on resident needs
- Provide leadership and guidance to advocacy committees during Coordinating Board meetings or as needed
- Recruit, select and train community Advocacy Representatives, providing leadership development specifically in relation to advocacy efforts
- Lead efforts in identifying resident concerns and input through surveys, focus groups, etc., from students and organize and lead advocacy efforts to address concerns
- Work with the advocacy committees to benchmark best practices, administer survey instruments and draft or prepare proposals for suggested changes and improvements in response to resident needs and concerns
- Responsible for designing and maintaining a resident feedback system to address resident concerns and ensure all communication on behalf of RHA is approved by the RHA Executive Board
  - Organize and publicize an ongoing method of collecting feedback from the communities – such as a suggestion box and/or online submission form
• Responsible for hosting one open forum or opportunity for residents to share community concerns per quarter, in collaboration with Advocacy Representatives
• Responsible for managing the record keeping, collecting, and documenting all advocacy committees progress and planning efforts
• Responsible for holding bi-weekly meetings with Advocacy Representatives; working to develop constructive and tangible ways to address resident needs and concerns
• Attend Coordinated Undergraduate Governance (CUG) meetings
• Initiate contact and serve as a liaison between RHA and various campus departments and student organizations
• Works with NRHH on community service opportunities
• 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 Resident Advisor 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 Vice President
• Other duties as assigned by supervisor

Requirements:
• Must have been a resident of Arroyo Vista, 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
  o Preferable Executive Board experience from either RHA or Community Council.