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, Campus Village, Mesa Court and Middle Earth) to have a representative voice in their residential communities. The Resident Housing Association Executive Board will be comprised of 6 staff positions: 1 President, 1 Vice President, 1 Financial Chair, 1 National Communications Coordinator, 1 National Residence Hall Honorary (NRHH) Executive Chair, 1 Programs Advisor. Further details on each position can be read below:

Marketing Coordinator
(1 AVAILABLE)

The Marketing Coordinator (MC) will work collaboratively with the Student Development Coordinator, Residence Housing Association, Residence Housing Association Programmers and the Resident Life Teams to enhance different process that occur yearly within the housing complexes. This includes the development and implementation of programs and resources to strengthen the academic and community offerings available to residents. The MC will assist with designing all marketing materials for all RHA Advocacy initiatives and all RHA programs, including weekly and signature events. They will update and oversee all social media platforms, oversee changes to the RHA Programmer Website and take and organize all photographs for RHA programs and initiatives. Additionally, the Marketing Coordinator will collaborate with the Program Advisor in assisting the Student Development Coordinator with various tasks such as administrative paperwork, assisting with coordination and implementation of trainings, team building and staff development efforts.

Supervisor: Student Development Coordinator (SDC)
Wages: $12.50/hour
Dates: Aug. 21, 2018-June 21, 2019
Hours: Approximately 15-18 hours/week
Live-In: Optional
Meetings: Every Wednesday 5:00pm-7:00pm
1-1s with supervisor and Program Advisor TBD

In order to be considered for and maintain this position, you must:

- 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:

- Experience with video and photography
- Proficiency with Microsoft Office: Word, Excel, PowerPoint, Graphic Design.
- Good Writing and editing skills
- Webpage design and construction
- Prior work and residential experience in Student Housing.
- Experience developing and gathering programming resources.
Position Description:
- In conjunction with SDC, Resident Housing Association, and other Housing student staff, assesses the needs of the four undergraduate housing communities and works to develop and implement programs to address those needs.
- Design marketing materials for all RHA advocacy initiatives
- Design marketing materials for each programming event: flyers, posters, table tents, etc.
- Assist Program Leads in designing marketing materials for signature events
- Update and oversee all social media platforms: Facebook, Instagram, etc. (RHA website, Of the Months (OTMS), Facebook events, photos, flyers)
- Photography: Organize RHA photo library, photo editing, and take photographs for department projects.
- Design web graphics and logos for programs
- Assist with production of PowerPoint presentations, Excel graphs/charts for reports
- Oversee changers to the RHA Programmer Website
- Complete various administrative tasks accurately, completely and promptly.
- Participate in one-on-ones with SDC/PA and on a need be basis with Programmers; keeps PA and Programmers informed through daily interactions.
- Attend Programmer weekly staff meetings on Wednesdays from 5:00-7:00pm
- There are approximately 4 office hours per week (made up according to your schedule)
- Maintain general awareness of campus programming services and resources; refer staff and students to these resources when appropriate. Assists SDC with special projects and tasks
- Attend and/or support programs presented by other programmers and student groups in housing.
- Maintain general awareness of campus programming services and resources; refer staff and students to these resources when appropriate.
- 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 SDC/Program Advisor when appropriate.
- May be allowed up to 10 hours per week of outside activity, including other employment, extra-curricular, or co-curricular activity, unless approved otherwise by supervisor.
- Attend and participate in required staff activities, including training, in-service, and staff retreats (Sunday, January 6th 2019)
- 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.
- Will 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 (Start/end dates vary. Details are available online at the Housing Employment website.)
- 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.
- May be allowed up to 10 hours per week of outside activity, including other employment, extra-curricular, or co-curricular activity, unless approved otherwise by supervisor.
- 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.
- 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