National Residence Hall Honorary (NRHH) Executive Chair
of Resident Housing Association

Advisor: Guadalupe Peña, Student Development Coordinator
Salary: $11.00 per hour

Year Round/Academic Year: 1 position available
   Employment Dates: August 21, 2018 – June 21, 2019

   About four weeks before school starts there will be training and a retreat. There are
   approximately 6 office hours per week (made up according to your schedule) and 3
   separate hours of meetings with the Coordinating Board (CB), Executive Board (EB) and
   the advisor. There will be other committee meetings with separate times throughout the
   year. Approximately 10-12 hours per week.

Purpose: The National Residence Hall Honorary (NRHH) Executive Chair is responsible for
   chairing/leading the NRHH group, the community service opportunities and the
   recognition process of residents (Of The Months) on a monthly and quarterly basis
   for Student Housing.

   • Attends RHA weekly EB & CB meetings (Mondays at 5:00 pm and Wednesdays at 3:00 pm)
   • Serve as a liaison to one undergraduate housing community
   • Responsible for attending all RHA related retreats and workshops (Sunday, January 6th
     2019)
   • Lead the NRHH organization and chair positions
   • Coordinate and lead NRHH bi-monthly meetings
   • Promote NRHH to all undergraduate communities
   • Coordinate NRHH community service projects
   • Work with NCC on management and implementation of Recognition program and OTMs
     for undergraduate housing
   • Takes minutes during RHA EB & CB meetings and submit to Marketing Coordinator for
     publication on website
   • Will write a transition report at the end of their term
   • Attend regional and national conferences
     o PACURH (typically in November)
     o Regional Business Conference (typically in February)
     o NACURH (typically in May or early June)
Requirements:

- Is a current and/or previous resident of Arroyo Vista, Campus Village, Mesa Court or Middle Earth
- Full-time UCI student, with a minimum quarterly and cumulative 2.4 GPA for the employment period
- Must attend weekly staff meetings on Wednesdays from 3:00pm-5:30pm
- Proven leadership experience and customer service capabilities
- 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
- 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
- Must be a member of NRHH
  - Preferable involvement with NRHH and/or its committee

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