Financial 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 Financial Chair is responsible for managing the financial accounts of the board, maintaining a budget and ensuring against overspending. It is especially important for the Financial Chair to maintain accurate records of all budget expenditures. The Financial Chair should have detailed financial records of the current board, subject to review by the professional staff/advisor/manager.

Duties:
   • Attends RHA weekly EB & CB meetings (Mondays at 5:00 pm and Wednesdays at 3:00 pm)
   • Take meeting minutes in absence of NRHH
   • Maintain the financial records of RHA
   • Present a quarterly budget and submit it for approval to RHA -EB at the beginning of each quarter
   • Supervise the collection and distribution of funds within RHA
   • Serve as a liaison to one undergraduate housing community
   • Coordinate the financial aspects of fundraisers
   • Approve spending of all RHA -EB members
   • Reviews the budget of all purchase proposals submitted
   • Be impartial as it relates to budget requests from all RHA members
   • Order the pins and stoles for Housing graduates & manage the sales process
   • Coordinate certain programmatic and outreach efforts such as, but not limited to Celebrate UCI
   • Responsible for attending all related RHA retreats and workshops (Sunday, January 6th 2019)
   • Will write a transition report at the end of their term
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 3:00 pm - 5:30 pm
- 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
- 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

PRINT NAME  SIGNATURE  DATE