National Communications Coordinator 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 Communications Coordinator for the Resident Housing Association is responsible for maintaining communications with UCI organizations and with Regional Business Conference, PACURH and NACURH. They are also responsible for the coordination of registration, travel and lodging arrangements for the UCI delegation attending the conferences. They are also responsible for submitting all (Of The Months) nominations to the region.

Duties:
- Prepare for (reviewing bids, legislation, etc.) and lead delegations at conferences
- Maintain affiliation and communication with PACURH and NACURH regions
- Write and submit Of The Months (OTMS) and bids for regional and national awards
- Coordinate the registration, travel, transportation logistics, etc. for the conferences along with Advisor
- Attend regional and national conferences
  - PACURH (typically in November)
  - Regional Business Conference (typically in February)
  - NACURH (typically in May or early June)
- Utilize the National Information Center, NIC, as a resource for RHA and Community Councils
- Serve as a liaison to one undergraduate housing community
- Attends RHA weekly EB & CB meetings (Mondays at 5:00 pm and Wednesdays at 3:00 pm)
- Handle publicity with other on campus organizations and community councils (posters, flyers, table tents, etc.)
- Responsible for attending all RHA related retreats and workshops (Sunday, January 6th 2019)
- Coordinate the NCC In-Training application and training process
- Assist with representative recruitment and retreats
- Communicates with all Community Councils regarding RHA meetings
• When appropriate will communicate with UCI organizations
• 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 3:00pm-5:30pm
• 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
• 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 attendance at a PACURH conference, but not a requirement

PRINT NAME ___________________________ SIGNATURE ___________________________ DATE ___________________________