President of Resident Housing Association

Advisor: Guadalupe Peña, Student Development Coordinator
Salary: tent. $13.25 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 8 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, a monthly Coordinated Undergraduate Governance meeting for 1.5 hours and meetings with ASUCI. There will be other committee meetings with separate times throughout the year. Approximately 10-15 hours per week.

Purpose: The President of the Resident Housing Association (RHA), is responsible for providing direction to other RHA positions. The President is the main executive power in RHA, and is responsible for overseeing RHA Executive Board & RHA-Coordinating Board meetings.

Duties:
- Oversees RHA Executive Board
- Creates agenda and leads RHA Executive Board and RHA Coordinating Board meetings
- Attends RHA weekly EB & CB meetings (Mondays at 5:00 pm and Wednesdays at 3:00 pm)
- Meets and collaborates with council Presidents via President’s Round Table to keep everyone up to date and ensure councils are meeting needs and goals of community (Reference Section VI. Committees for more information)
- Appoints committees & committee chairs as needed and works with supervisor to fill vacancies in the executive board as needed
- Works closely with NRHH and the officers and maintains constant communication between NRHH & RHA
- Works with NRHH and NCC on Community of the Year (Reference Section VIII. Community of the Year for more information)
- Attend regional and national conferences
  - PACURH (typically in November)
  - Regional Business Conference (typically in February)
  - NACURH (typically in May or early June)
- Main student representative and voice of Undergraduate Student Housing
- Fulfills NRHH Executive Chair position in the event of a vacancy
- Attends Coordinated Undergraduate Governance (CUG) meetings
- Works with ASUCI Housing Liaison and attends meetings
- Responsible for attending all RHA related retreats and workshops (Sunday, January 6th 2019)
• The president serves as chairperson of the constitution and bylaws reviews committee
• Coordinate certain programmatic and outreach efforts such as, but not limited to Celebrate UCI
• 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
• 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
  • Preferable Executive Board experience from either GUSH/RHA or Community Council.

PRINT NAME________________________ SIGNATURE____________________ DATE________________________
