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:

**PROGRAMS ADVISOR**
(1 AVAILABLE)

The Programs Advisor (PA) will work collaboratively with the Student Development Coordinator, the RHA Programmers, the Marketing Coordinator (MC), and the Residential Life Teams to assess the needs of four undergraduate housing communities and to facilitate the development of programs to address these needs. The PA will oversee and facilitate the development of a strong Programming Board/team, and will supervise the Marketing Coordinator and the RHA Programmers in the planning and implementation of programs. They will facilitate weekly staff meetings, hold 1-1s with the CPs and advise them on all aspects of programming. They will oversee the planning of All Housing events including but not limited to Welcome Week, Casino Night and Formal, and assist in the evaluating the effectiveness of programming efforts done by the RHA Programmers. Additionally, the Programs Advisor will assist the Student Development Coordinator with various tasks such as administrative paperwork, maintaining and accounting for expenditures within the programming budget, maintaining a database of all programs, assisting with coordination and implementation of trainings, team building and staff development efforts. They will also coordinate certain programmatic and outreach efforts such as, but not limited to Celebrate UCI.

**Supervisor:** Student Development Coordinator (SDC)

**Wages:** $13.25/hour

**Dates:** Aug. 21, 2018-June 21, 2019

**Hours:** Approximately 15-18 hours/week

**Live-In:** Optional

**Meetings:** Every Wednesday from 3:00pm-5:30pm and then 5:00pm-7:00pm

1-1s with supervisor TBD

In order to be considered for and maintain this position, you must:
- Have programming and event planning experience.
- 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:
- 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.
- Responsible for mentoring and advising RHA Programmers in planning and implementation of programs and activities each quarter.
Complete various administrative tasks accurately, completely and promptly.

- Participate in one-on-ones with SDC and CPs; keeps SDC, CPs, and MC informed through daily interactions.
- Attend Executive Board weekly staff meetings on Wednesdays from 3:00-5:30pm
- Attend Programmer weekly staff meetings on Wednesdays from 5:00-7:00pm
- Attend weekly CB meetings on Monday evenings and other meetings as deemed necessary
- There are approximately 4 office hours per week (made up according to your schedule)
- Function as a lead for all quarterly signature programs, the welcome week dance, and attending each weekly meeting
- Review all program proposals
- Assess the needs of the four undergraduate housing communities and works to develop and implement programs to address those needs
- 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.
- Assist the Student Development Coordinator with various tasks such as administrative paperwork, maintaining and accounting for expenditures within the programming budget, maintaining a database of all programs, assisting with coordination and implementation of trainings, team building and staff development efforts.
- Coordinate certain programmatic and outreach efforts such as, but not limited to Celebrate UCI.
- 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/Programmers 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.
- 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 (Sunday, January 6th 2019)
- Serves as a positive role model in the community.