Vice-President 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 through out the year. Approximately 10-12 hours per week.

Purpose: The Vice-President of the Resident Housing Association (RHA) is responsible for handling presidential responsibilities in the absence of the President. The Vice-President is also responsible for organizing and managing the winter retreat, the RHA office, effectively running the Coordinating Board meetings and maintaining communication between RHA and other organizations at University of California, Irvine.

Duties:
• Assumes the office of president in president's absence temporarily or permanently/ assists the president when needed
• Work with Supervisor on the Executive Board selection process and timeline.
• Manage the spring quarter selection process in CB meetings and job posting process
• Work with ADRLs to communicate job posting site and give access to ADRLs
• 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)
• Act as Sergeant at Arms for CB & EB meetings
• Keep accurate records of all RHA meetings
• Attends RHA weekly EB & CB meetings (Mondays at 5:00 pm and Wednesdays at 3:00 pm)
• Manages the OCM package process and distribution to residents for the academic year
• Responsible for attending all RHA related retreats and workshops (Sunday, January 6th 2018)
• Works with NRHH on community service opportunities
• Act as the business manager of RHA
• Responsible for managing the RHA office, supply order, cleanliness, office hours, etc.
• Serve as a liaison to one undergraduate housing community
• May chair the Advocacy Committee, leading and managing all advocacy initiatives
• 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