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 Programmers sit on the RHA Coordinating Board. The RHA Programmers develop a variety of educational programs to address residents’ needs. 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. There will be a total of 6 RHA Programmer positions. Further details on each position can be read below:

**RHA PROGRAMMER**
(6 AVAILABLE)

The RHA Programmers are staff members that comprise the Resident Housing Association Coordinating Board along with the Programs Advisor and Marketing Coordinator, whom sit on the Executive Board. The RHA Programmers work cooperatively with each other, under the guidance of the Programs Advisor, Student Development Coordinator, and the Residential Life Teams, to implement and market community- and undergraduate housing-wide programs to residents of the four undergraduate communities, based on an assessment of the communities’ needs.

**Supervisor:** Student Development Coordinator (SDC) – Programming Board

**Wages:** $12.00/hour

**Dates:** September 2, 2019-June 22, 2020

**Hours:** Approximately 12-15 hours/week

**Live-In:** Required to live in one of the UCI undergraduate housing communities

**Meetings:**
- Every Wednesday from 5:00-7:00pm
- 1-1s with Supervisor and Programs Advisor TBD

**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 working with other RHA Programmers to plan programs and activities each quarter (Quarterly programs as well as Signature Events)
- Participate in one-on-ones with SDC and PA; keeps SDC and PA informed through daily interactions.
- Attend weekly staff meetings on Wednesdays, 5:00pm-7:00pm, and other meetings as deemed necessary.
- There are approximately 2 office hours per week (made up according to your schedule and the needs of the Programming Board)
- Support NRHH by submitting 1 Of the Month proposal each month before the deadline.
- Be the liaison representative for one of the four undergraduate communities or RHA Coordinating Board Meetings- this requires attending said community’s RA and Community Council Meeting on a weekly basis in person and through email correspondence.
- Complete various administrative tasks accurately, completely and promptly.
- Complete all programming paperwork in a timely manner. This includes all program proposals, program evaluations, Managed Spend Card Requests, Managed Spend Card Packets, supply requests, etc.
- Maintain general awareness of campus programming services and resources through department liaisons; 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.
Attend and/or support programs presented by other RHA Programmers and student groups in housing.
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/Program Advisor 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 Fall training, RHA tabling events, in-service, and Staff Winter training.
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.
During Finals Week of each Quarter, Winter Break, and Spring Break students will not be permitted to work throughout this time unless given special permission in writing from Supervisor.
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.
Serves as a positive role model in the community.

PRINT NAME  SIGNATURE  DATE