Residence Hall Association Job Descriptions

Student Housing & Residence Life is currently hiring for the Treasurer and Marketing and Promotions Coordinator

Term: 2018-19 Academic Year
Positions Open: 2 Positions Available (2 executive board positions)
Handshake Job Code: #1945614

The purpose of RHA is to improve the residential experience of each on-campus resident through advocating and representing residents needs and concerns, providing opportunities for leadership development and personal growth, and building a community in which all students can feel at home. RHA also plans and facilitates programs and informational services for all residents.

Requirements to apply:

Applicants must be in and maintain good disciplinary standing with CSUB housing and the university.
Applicants must be enrolled full time at CSUB, be a current resident for the 2017-2018 academic year.
Applicants must be able to serve as an executive board member or resident representative for the entire academic year.
Applicants must have and maintain a minimum cumulative and semester GPA of 2.25.

Job Requirements:

- Attend weekly Executive Board Meetings and General Meetings
- Plan, advertise, and help run RHA events
- Spread enthusiasm about RHA and upcoming events
- Give voice to resident concerns and issues
- Serve evening desk hours (7-10pm) at Student Housing East (one day per week)
- Address Community Standard Issues within their building community

Compensation:
Resident Representatives receive a credit towards their housing cost.
Executive Board Members receive a credit towards their housing cost.

RESIDENCE HALL EXECUTIVE BOARD MEMBERS

Essential Responsibilities:

President:
The president shall:
a) Be responsible for creating the agenda and facilitating Executive Board Meetings;
b) Be responsible for planning and facilitating bi-weekly General Meetings;
c) Be responsible for the planning, implementation, and evaluation of Executive Board events;
d) Supervise Executive Board members in the facilitation of events;
e) Meet with Executive Board members in weekly one on ones;
f) Assigns duties and delegate responsibilities to other RHA members as deemed necessary;
g) Serve as the Director of Housing for Associated Students Inc. (ASI) with a Resident Assistant
**Vice-President:**
The Vice-President shall:

a) Succeed the president in the case of withdrawal or removal from the RHA Executive Board;
b) Be responsible for attending Executive Board Meetings;
c) Be responsible for attending General Meetings;
d) Assist the President in coordinating events;
e) Fill in for any Executive Board member’s absence at meetings or events;
f) Responsible for the daily maintenance and response of the RHA Email;

**Secretary:**
The Secretary shall:

a) Be responsible for attending Executive Board Meetings;
b) Be responsible for attending General Meetings;
c) Provide a sign-up sheet for each General Meeting as well as any kind of sign-up sheet necessary when members are signing in for events;
d) Record the minutes of the Executive Board and General Meetings;
g) Send a final copy of the Executive Board and General Meeting minutes to the RHA Advisor
h) Send the RHA Advisor the agenda for the next General Meeting;

**Treasurer:**
The Treasurer shall:

a) Keep all financial records and receipts of RHA
b) Consult with the RHA Advisor on matters of acquiring RHA funds or payments of monies;
c) Advise RHA on financial status of available monies;
d) Collects receipts for all purchases made involving the use of RHA funds and submits the proper reimbursement form(s)
e) Adhere to financial procedures
f) Give the RHA Advisor all receipts, sign in sheets, advertisements and acknowledgement of gift per each event

**Marketing and Promotions Coordinator:**
The Marketing and Promotions Coordinator shall:

a) Be responsible for the advertisement and promotions of RHA events and hall activities
b) Develop and implement recruiting and retention of RHA members.
c) Work to develop and maintain RHA social media platforms.

**Resident Representatives:**
The Resident Representatives shall:

a) Serve as a direct liaison between RHA and residents;
b) Solicit input from residents on all RHA matters, events, and activities;
c) Assist the Executive Board members in the coordination of RHA events;
d) Work 2-3 days per month at the Student Housing East front desk for the hours of (7-10PM)
e) Address Community Standard Issues within their building community
f) Facilitate a committee with residents to create, implement and evaluate one event per semester
g) Meet with the RHA Advisor for bi-weekly one on ones

**RESIDENT REPRESENTATIVES**

Application will close Friday, September 28, 23018 at 4PM.

**How to Apply:** Fill out and submit the RHA Application online.

**Questions?** Contact Logan Morris, Area Coordinator, at lmorris8@csub.edu