



**CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
RESIDENCE HALLS ASSOCIATION EXECUTIVE BOARD**

Department:	CSUN Student Housing
Position:	President
Hours:	5 office hours and mandatory weekly meetings attendance
Appointment Dates:	May 25 th , 2020 – May 26 th , 2021
Compensation:	100% University Park Apartment bed space credit

Position Focus:

Under direct supervision by the RHA Advisor, the RHA President is responsible for full administrative powers needed to implement the continual functioning of RHA.

Executive Board Responsibilities:

- Be a resident during the summer to plan and prepare for the upcoming semester and Welcome Week activities (cost of summer housing is waived for 20 weekly office hours)
- Serve 5 office hours in the RHA office per week during the academic year
- Attend regular RHA meetings including: one-on-one meetings with supervisors, Weekly Executive Board Meetings and General Board Meetings
- Participate in event planning process and serve in event lead rotation
- Act as liaison with Park Council Directors (PCDs) as chosen by Executive Board at the beginning of the academic year
- Participate and engage in CSUN Residential Life Student Leader Training.
- Submit at least one nomination for the End of the Year Matador Involvement Center Awards Ceremony

Position-Specific Responsibilities:

- The authority to call regular or special meetings of the RHA General or Executive Boards. They also have the authority to cancel scheduled RHA General and Executive Board Meetings if there are not enough business items to necessitate a meeting.
- Design the structure of weekly General Board Meetings.
- Preside over RHA General and Executive Board meetings or designate another Executive Board member to do so.
- Act on behalf of RHA at any University event or meeting that requires an RHA representative, or send a representative to do so in their place.
- Prepare an agenda 48 hours before RHA General and Executive Board meetings. Any proposals for funding will be attached to this agenda.
- Coordinate program proposal process.

- Assign any special projects and/or other projects to RHA Executive Board as deemed appropriate.
- Coordinate Park Council Director committees for the school year.
- Maintain communication with RHA constituents.
- Attend monthly meetings with RHA Advisor, Director, and Associate Director of CSUN Student Housing.
- Work with the RHA Advisor and Graduate Assistant to create and assess RHA Advisors training.
- Work with the RHA Advisor to create the RHA Master Calendar of event selection before the school year begins.
- Delegate other duties as needed to any elected RHA member.

Skill Development:

- Direct experience with student government advising and development
- Experience with paraprofessional staff selection and training
- Experience with program development and implementation
- Experience understanding CSUN student leadership development
- Facilitating collaboration between Student Affairs Offices & students
- Potential for skill development in other desired areas of Residential Life
- Experience with qualitative and quantitative assessment techniques
- Experience with the budgetary process
- Experience with professional skills development
- Experience with communication for a nation-wide recognized program

Contact Information: Gerson Lam, Coordinator for Residential Student Success
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