



**CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
2020-2021 RESIDENCE HALLS ASSOCIATION EXECUTIVE BOARD**

Department:	CSUN Student Housing
Position:	Programs Manager
Hours:	15 office hours (10 paid) and mandatory weekly meetings attendance
Appointment Dates:	May 25 th , 2020 – May 26 th , 2021
Compensation:	Hourly Rate and 25% University Park Apartment bed space credit

Position Focus:

Under direct supervision by the RHA Advisor, the RHA Programs Manager handles all logistical factors for RHA events and maintains all programmatic inventory and respective check-out processes.

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:

- Serve as office assistant to meet administrative needs of position
- Contact vendors/campus partners for collaborative efforts
- Create and manage RHA storage room inventory and supplies check-out process and maintenance
- Plan and prepare all logistical aspects for RHA events in collaboration with RHA Executive Board
- Work 10 hours per week in the RHA office.
- Support the rest of the RHA Executive Board members with any logistical tasks needing assistance
- Responsible for other duties as assigned by the President and/or Advisor

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
Residential Life Office 17950 Lassen Street, Northridge, CA 91325
(818) 677-6113 • gerson.lam@csun.edu