CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
RESIDENCE HALLS ASSOCIATION EXECUTIVE BOARD

Department: CSUN Student Housing

Position: Finance Manager

Hours: 5 office hours and mandatory weekly meetings attendance

Appointment Dates: May 21st, 2018 – May 25th, 2019

Compensation: 50% University Park Apartment bed space credit

Position Focus:
Under direct supervision by the RHA Advisor, the RHA Finance Manager is responsible for full maintenance tracking of RHA finances and the keeping of itemized accounts.

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, Executive Board Meetings and General Board Meetings
• Participate in event planning process and serve in event lead rotation
• Act as liaison with Park Councils as chosen by Executive Board at the beginning of the academic year
• Participate and engage in CSUN Residential Life summer RAMP Staff training
• Submit at least one nomination for the End of the Year Matador Involvement Center Awards Ceremony

Responsibilities:
• Collaborate with Student Housing Finance Manager to approve Annual Budget
• Prepare, present, and submit the annual AS Budget Proposal for the following academic year This proposal must be presented to the Executive Board two weeks prior to the AS deadline
• Give updated account status reports at General Board Meetings
• Collaborate with the Executive Board to organize and implement all fundraisers
• Maintain good financial standing with campus partners and other vendors
• Coordinate AS Expenditure Requests and Cash Advances with RHA Advisor
• Responsible for managing university checks
• Must have access/knowledge of an Excel program (for spreadsheets/etc.) or equivalent
• Manage budget ledger
• Responsible for other duties as assigned by 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: Chelsea Morin, Assistant Coordinator for Residential Student Engagement
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