CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
RESIDENCE HALLS ASSOCIATION EXECUTIVE BOARD

Department:         CSUN Student Housing
Position:           Operations 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 Operations Manager is responsible for full
maintenance of all documents and materials pertaining to 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, 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

Position-Specific Responsibilities:
• Update and maintain all documents pertaining to RHA
• Take Minutes during Executive Board and General Board Meetings
• Responsible for sending Minutes to respective boards within 48 hours after each meeting
• Print agendas, flyers for Executive Board events, and any other needed correspondence
• Maintain records of RHA Executive Board and General Board Meeting agendas and proposals
• Keep inventory of RHA office supplies and order new supplies as needed, upon approval by RHA
  Executive Board
• Coordinate the RHA delegation to regional and national conferences, such as the National
  Communications Coordinator (NCC)
• Ensure that RHA is affiliated and remains a member in good standing with NACURH and
  PACURH
- Maintain contact with other regional institutions
- Participate in PACURH meetings that occur outside of conference
- Follow social media for PACURH/NACURH
- Coordinate the general maintenance of the RHA office and storage closet
- Maintain record of all events hosted by RHA for the current academic year for annual archive
- Must have access/knowledge of Microsoft Word or equivalent.
- 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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