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 25th, 2020 – May 26th, 2021

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, Weekly Executive Board Meetings and General Board Meetings
- Participate in event planning process and serve in event lead rotation
- Act as liaison 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:
- 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: Gerson Lam, Coordinator for Residential Student Success
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