



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

<b>Department:</b>	CSUN Student Housing
<b>Position:</b>	Programs Manager
<b>Hours:</b>	15 office hours (10 paid) and mandatory weekly meetings attendance
<b>Appointment Dates:</b>	May 23rd, 2023 – May 24th, 2024
<b>Compensation:</b>	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

### **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:** Residence Halls Association

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