



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

Department: CSUN Student Housing

Position: Recruitment and Training 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 Recruitment and Training Manager is responsible for the oversight of all recruitment and training of RHA student leaders.

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:

- Coordinate RHA Fall and Spring Retreats in collaboration with RHA Advisor
- Act as liaison with Associated Students and University Student Union to keep RHA informed of campus activities and events and vice versa. (Or anything outside of RHA but still in the realm of CSUN)
- Coordinate a minimum of one CSUN Residential Life paraprofessional staff recognition day.
- Maintain an up-to-date Park Council Director roster with contact information
- Order new and needed official RHA apparel and name tags for Executive and General Board members
- Delegate staff keys for Executive and General Board members
- Establish and execute ongoing recognition strategies for student leader development

- Update the RHA selection applications and ensuring applications adhere to the rules of selection outlined in the RHA Constitution
- 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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