

2017-2018 Residence Hall Association Executive Board- National Communications Coordinator

If you are interested in gaining leadership experience, giving back to the Pacific University community, representing our institution on a regional and national level, and helping to make the residence halls the best place they can be, Residence Hall Association (RHA) may be the involvement opportunity for you. We are currently seeking a National Communications Coordinator (NCC) to start training to serve as an RHA Executive Board member in the 2017-2018 academic year.

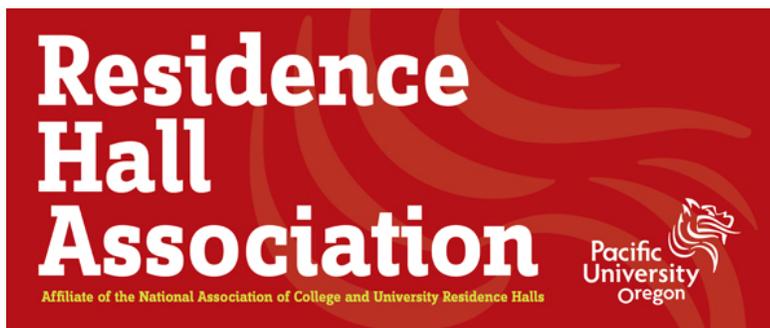
This packet will help you get to know more about RHA and the opportunities that come with being an Executive Board member and National Communications Coordinator- In Training (NCC-IT) to be the NCC for the 2017- 2018 academic year. The following pages include member expectations and qualifications (p. 2-3), important employment dates (p. 4), estimated time commitments (p. 4), an in-depth look at organization (p. 5), and position-specific responsibilities (p. 5-6). You can start the application process by filling out the application; the link to the electronic application will be available at <http://www.pacificu.edu/about-us/offices/residence-life/residence-hall-association-rha>, under popular links, on December 6, 2016.

This packet includes a checklist for all required application materials on page five to help you keep track of the multiple application requirements, including submitting a resume.

Please make note of the following important details:

- This position will be serving as the NCC-IT for Spring 2017 and will transition into the NCC position for the 2017 – 2018 academic year.
- An applicant *does not* need to be on campus for Winter term in order to apply for the NCC-IT position
- The google form application is due **no later than Sunday, January 8th, 2017 at 11:59 pm.**
- The resume is due to RHA@pacificu.edu **no later than Sunday, January 8th, 2017 at 11:59 pm.**
- An individual interview is required between **January 11th–13th**. The Selection Committee will be in touch with you to schedule your interview after you submit your application. If you are not on campus for winter term, an interview can occur through a video chat software.
- Applicants will be notified of their selection status no later than **January 20th**.
- The Candidate who accepts positions are required to participate in the RHA Transition Retreat **in late April** at an off-campus location.

If you have questions or need assistance along the way, please contact Chascity Sarmiento, National Communications Coordinator '16-'17, at sarm6008@pacificu.edu or RHA@pacificu.edu.



Residence Hall Association Mission Statement

We, the members of the Pacific University Residence Hall Association, are dedicated to the enhancement of the students' experience within the residential community. We will achieve our objective by fostering meaningful relationships, encouraging critical thinking and problem solving, helping students thrive at and after Pacific, and motivating students to be engaged citizens.



Applications Due By: January 8, 2017
Questions? Contact Chascity Sarmiento
sarm6008@pacificu.edu

Residence Hall Association

The organization, member expectations, and compensation

The Largest Organization on Campus

Serving as an RHA executive board member is a fun and meaningful way to serve the campus community. RHA is the governing body for students living in the residence halls. RHA is the largest student group on campus, because even if they don't know it, every on campus student is a member.

As an RHA executive board member you can develop and gain real life skills. You may be managing one of the largest student organization budgets, planning programs for 700+ people, or developing leadership curriculum and trainings for hall governments.

The purpose of RHA will be:

- to provide a representative voice for all residents
- to provide leadership opportunities for residents
- to organize events and activities that enhance the lives of residents
- to make decisions on policies and/or issues regarding on-campus living
- to act as liaisons between the residents and the administration
- to encourage communication between organizations on campus and affiliated schools of PACURH and NACURH
- to encourage an inclusive, safe, and inviting residential community
- to strive to make the residence halls feel like a home away from home

Qualifications

Any member of RHA (a student living in University housing) may apply for RHA as long as they meet the qualifications and expectations to serve on the Executive Board:

- Live on-campus.
- Make RHA a top priority after academic obligations.
- Maintain status as a Full-time Pacific University student.
- Have an accumulative GPA of 2.25.
- Adhere to University and Residence Hall policies.
- Resident Assistants, Hall Government members, Student Senate executive board members, Voyage leaders, and Orientation ambassadors serving for the 2017 – 2018 school year are ineligible to serve on the RHA Executive Board.

Term of Service

The term of membership is one spring semester, Spring 2017, and one full academic year, traditionally August through May (2017-2018), although additional work after selection (spring and summer) may be required for some positions.

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Minimum Qualifications

- Be enrolled as a full-time (12+ credits), degree-seeking student of sophomore status or higher at Pacific University while employed.
- Maintain a current and cumulative GPA of 2.25 while serving on the board
- Be able to place RHA as a top priority after academic obligations.
- Be able to commit to the position for the full academic year.
- Remain in good standing with the University (in regards to finances, academics, and conduct).

Duties and expectations of all Executive Board Officers

- Extracurricular and academic activities that interfere with performing RHA duties need to be reported to the Executive Board before these activities occur.
- Attend weekly RHA Executive Board Meetings, 2 hours.
- Attend weekly General Assembly Open Forum Meetings, 1 hour.
- As a Board, plan and implement at least one campus program a month.
- Support and attend Hall Government meetings and programs whenever possible.
- Practice good organization and time management skills.
- Participate in all RHA and Hall Government training sessions and retreats.
- RHA members will pair with Hall Government counterpart (RHA President with Hall Government Chair, Etc.) To provide guidance and be a resource for any questions.
- Read and communicate by e-mail within 24 hours.
- Be aware of personal limitations and challenge yourself to grow.
- Appropriately address student needs, issues, and concerns.
- Perform weekly office hours in the RHA office
 - President must hold 3 office hours per week.
 - All other Board members must hold 2 hours per week.
- Have a one-to-one meeting with Advisor every two weeks, or as arranged by the Advisor.
- Have a one-to-one meeting with the president when needed.
- Perform all assigned duties promptly and efficiently.
- Be on campus Fall and Spring Terms;
- Winter Term expectations will be decided by the Board.
 - If programming occurs during Winter Term, then all Executive Members not in attendance will not receive compensation for that month.
- Participate in selection and transitioning process of new RHA Executive Board members.
- Maintain in good standing with the University Conduct System.

Sample RHA Executive Board Member Time Commitments

Given the requirements of the job, estimates of the regularly scheduled time commitments for the RHA position are described below. The RHA position requires at least 5 hours of work each week, but can vary. For example, you may be working on a special project such developing training for Hall Councils, preparing for a conference, shopping for a program, attending a Student Senate meeting or a host of other activities associated with the job. All RHA executive board members are expected attend monthly programs and assist with all aspects of planning and the execution of events. During weeks that have programs RHA members often find themselves putting in much more time, in order to have a successful program. Additionally each RHA position has its own set of job responsibilities, please refer to the attached job descriptions and don't hesitate to contact an RHA with any questions regarding the specific time commitment of that job.

Office Hours	At least 2 hours (3 for President) [weekly]
One-to-One Meeting with RHA Advisor	1 hours [biweekly]
Executive Board Meetings	2 hour [weekly]
Executive Board responsibilities (outside of office hours)	2-10+ hours [weekly]
General Assembly Meetings Tuesdays at noon (schedule tent.)	1 hour [weekly]
Monthly Programs	10+ hours [monthly]
Retreats and planning days	1-2 days [semester]
Regional and national conferences (President & NCC mandatory)	3 weekends (Friday-Sunday) [yearly]



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Important Employment Dates

Residence Hall Association

Applicants who are unable to keep the following dates are discouraged from applying.

Winter 2017

NCC Application & Resume due
NCC Interviews
NCC Offer notification

Sunday, January 8th, 12 pm
January 11th – 18th
No later than January 20th

SPRING 2017

RHA Executive board Application & resume due
Interviews with RHA selection committee
Offer notifications sent by email
Spring RHA Transition Retreat, off-campus
Annual Leadership Conference, Purdue University, Indiana

Friday, March 17, 5 pm
March 29-31, by appointment
No later than April 13
Late April
May 26th – May 28th (mandatory for President, NCC;
optional for other positions)

FALL 2017

Fall retreat and training
Hall Government Training Day
Regional Leadership Conference at University of Oregon,
Eugene, Oregon

August 14- 23 (requires returning to campus early)
Late September/Early October
Early November (mandatory for President, NCC;
optional for other positions)

SPRING 2018

Mid winter training and retreat
NCC '18 – '19 Selection
Regional Business Conference

Mid January/early February
Early January
Early February (mandatory for President, NCC)

Application Checklist

Residence Hall Association

Each New Applicant must submit the following no later than Sunday, January 8th, 2017 at 11:59pm PDT

- RHA Application Form – link available at <http://www.pacificu.edu/about-us/offices/residence-life/residence-hall-association-rha> under popular links
- Your resume – submitted in PDF format to RHA@pacificu.edu

RHA: An In-Depth Look

A place for change

One of the best things about RHA is the ability to bring change to the residential experience. RHA is the governing body for the residential halls. RHA members are expected to be a voice for on campus students and be attentive to the changing needs of students. They are encouraged to plan educational and social programs for students. RHA members help with the policy changes, from serving on the Residential Student Policy Book, giving feedback at Open Forum and through approving a Civic Engagement projects-to name a few.

A national affiliation

RHA is affiliated on both the National and Regional Level. The National Association of College and University Residence Halls (NACURH) recognizes living on campus as an integral part of the college experience, and therefore strives to be the organization of choice for residence hall leaders by providing comprehensive resources for college and university students seeking to create the ultimate residence hall environment and experience.

Training and Retreats

- Attend two transition retreats (Spring '16 and Fall '16)
- Move into the Residence Halls early for training
- Help with the development and success of Hall Council Training day in the fall semester
- Attend a mid year retreat in January or February

Professional Development

- President and NCC will attend the NACURH, Regional leadership Conference and Regional Business Conference.

- Other RHA members may have the chance to attend these conferences also.
- Other leadership and professional development experiences may also be available.
- Possible induction into NRHH, the honor society for student leaders at Pacific University.

Monthly Campus Programs

- RHA has one of the largest student budgets on campuses. RHA members manage plan programs for residential students at the campus wide level.
- Programs can range can be very large such as Halloween Costume Contest, Pancake Palooza or Boxer Bingo, to smaller micro programs such as sponsoring a zumba class or delivering cake to each res hall as a special treat for the residents.

Supporting Hall Councils

- RHA supports residential leadership in each hall through Hall Councils, student government boards in each building.
- RHA runs elections, training, and on-going development for these student leaders.
- The Leadership and Development Coordinator and the Policy and Procedure Coordinator work closely with Hall Councils to support their development and success.

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RHA Executive Board Position Duties

From the RHA Constitution, ratified Fall 2016 (*subject to change pending legislative action*)

National Communication Coordinator- In Training

- Observe the process to plan and coordinate arrangements for the Regional Business Conference and NACURH
- Attend Regional Chat once a month
- Attend General Assembly on Tuesdays
 - If the NCC-IT can not attend General Assembly, the NCC-IT will attend 1 Executive Board meeting and one NCC office hours (Tentative to change)
- Attend Regional Business Conference

National Communications Coordinator

- Build and maintain communications with regional and national organizations, including NRHH, NACURH Information Center, NACURH Services and Recognition Office, and the PACURH Regional Board of Directors.
- Serve as the chair in absence of the RHA President for the Executive Board meetings and the HGC for RHA General Assembly meetings.
- Nationally re-affiliate RHA in May, includes paying dues, online re-affiliation form, and writing annual NIC report.
- Keep RHA and Hall Government updated on regional and national activities.
- Encourage bidding for Regional awards (as listed in the PACURH Policy Book).
- Coordinate delegation selection, registration, and travel arrangements for all regional and national conferences: Regional Leadership Conference (Fall), Regional Business Conference (Winter), and NACURH (Summer).
- Attend all conferences as a voting representative.
- Mentor the NCC-IT prior to their employment.
- Communicate with the campus chapter of the National Residence Hall Honorary (NRHH).
- Create and submit to the region a report of RHA activities, as necessary.
- Work with Multimedia Marketing Coordinator to maintain RHA website, update weekly with minutes and upcoming events.;
- Check mail weekly.
- Attend the Residence Life Staff Team Time meetings as needed to inform the Residence Life Staff about RHA programs and activities.
- Coordinate the Amendment and Voting processes as outlined in Article IX in the constitution