Residence Hall Association Vice President of Communication Description 2013-2014

The Residence Hall Association (RHA) Officer position is a student staff member of the Office of Housing & Residence Life. Under the supervision of the RHA Advisor, the RHA Vice President of Communication:

- Acts and reacts on the needs, interests, and welfare of students living in the residence halls
- Promotes leadership and personal development among residential students
- Supports community building among the residence halls through programming
- Provides a forum to discuss student issues and needs developing proactive solutions

Benefits
Remuneration for this position will be $8.00/hr of up to 12 hours.

Qualifications
The RHA Vice-President of Communications must be a full-time student, live in an on-campus residence hall, in at least third semester with at least a sophomore student status, and maintain a minimum semester and cumulative grade point average of 2.5.

Terms of Employment
Appointment begins May 2013 and concludes May 2014. It is expected that all RHA Officers attend the entirety of training and complete a year-long term in the position. Throughout the year, the RHA VP of Administration works up to 12 hours/week.

Responsibilities

Collaborate

- Call and preside over regular and special meetings of the Residence Hall Association and RHA Executive Council in the absence of the RHA President, alongside the Vice President of Administration
- Oversee communication between RHA and Hall Councils
- Coordinate monthly RHA newsletter and event calendar
- Coordinate and supervise all RHA committees
- Publish all RHA social media content
- Chair RHA publicity committee developing marketing strategies for all RHA programs and initiatives
- Meet with the RHA Advisor every other week to discuss Hall Councils, the RHA newsletter, and campus communication strategy
- Meet with the RHA Executive Board each week to keep other officers informed of all communication and publicity progress
- Organize all RHA communication amongst officers, representatives, and RHA constituents
- Act as an official representative of Chapman’s RHA with national and regional organizations, including NACURH and PACURH.
- Take on all other necessary duties during events and meetings

Educate
• Assist in the supervision and training of RHA Officers and representatives
• Welcome new residential students at the beginning of each academic term
• Aid in the recruitment, selection, and training of new officers for the following year
• Develop RHA semester report for the Office of Housing & Residence Life, to be delivered to the RHA Advisor
• Support cultural, community service, educational, and social RHA programs for residents and the larger community such as Safety Week, Hall Brawl, Discover Chapman and Chapman Preview Days, etc.
• Actively play a role in all recruitment efforts to get residents involved in the organization
• Encourage leadership development within RHA

Advocate

• Recognize constituents and initiatives that support the RHA mission and vision
• Act as official representative of RHA at RHA-sponsored programs and University functions
• Serve as an RHA liaison to the Office of Housing & Residence Life