

# Residence Hall Association (RHA)

## Position Description

Academic Year 2025-2026



Below is a position description for the Residence Hall Association (RHA) position.

**Position Description:** Residence Hall Association (RHA) is a student run organization tasked with improving the Residential Experience for all students residing with Pioneer Heights. RHA accomplishes their mission through implementation of social/educational events, advocating for students to University Housing management, providing leadership development opportunities. RHA Executive Board members set the annual vision/mission of RHA and guides RHA members to make sure that the mission of RHA is accomplished each year.

### RHA Positions:

- **Student & Community Development**
  - Implement annual legacy events as directed (IE: Weeks of Welcome, etc.)
  - Collaborate to bring campus sources/service to Pioneer Heights
  - Provide opportunities that promote a sense of belonging for residents
  - Host events to connect residents with the Bay Area (IE: Explore the Bay, etc.)
  - Participate in campus wide events (IE: Halloween Fest, etc.)
- **Advocacy**
  - Collect and address feedback from residents (IE: Townhalls, surveys, etc.)
  - Provide recommendations to University Housing regarding student trends
  - Represent residents on various campus committees/initiatives
  - Share the resident experience with University Administrators
- **Leadership Development**
  - Attend regional and national leadership conferences
  - Facilitate semesterly Leadership Retreats/Trainings for the RHA membership
  - Collaborate with campus office to implement development workshops
  - Chair various RHA committees
- **Administrative & Operational**
  - Attend routine meetings (IE: One on one, E-board, General Assembly, etc.)
  - Serve 20 office hours per month within the designated RHA office
  - Participate in department events (IE: celebrations, etc.)
  - Assist with implementation of Opening, Closing, and Safety checks
- **Training & Development**
  - Attend semesterly trainings (Fall & Spring)
  - Complete online training modules as directed
  - Participate in ongoing training throughout the year
  - Complete training as directed by the University (IE: Clery, CSA, etc.)
- **Officer Specific Roles**
  - **President**
    - Guides the Executive Board and overall implementation of RHA mission through running meetings, setting goals, and communicating with Housing Administration

- **Vice President of Communication/NCC**
  - Coordinates RHAs engagement with national leadership organizations and implementation of RHA's various leadership initiatives
- **Vice President of Event Management**
  - Coordinates the management and marketing of all large scale events through social media, fliers, and other media
- **Vice President of Administration**
  - Maintains all RHA governing documents and historical records, including photos, website, and other branding materials
- **Vice President of Finance**
  - Maintains all financial records for the organization and ensures RHA is in alignment with all financial & university policies
- **Vice President of Student Advocacy**
  - Designs and coordinates RHA initiatives related to student advocacy, included but not limited to Townhalls, surveys, and other advocacy events
- **Vice President of Community Outreach**
  - Coordinates collaboration initiatives between RHA and other campus groups/departments to connect residents with campus

**Position Minimum Requirements:**

- Candidates must be enrolled at Cal State East Bay at the time of application.
- Candidates must be enrolled for both the Fall 2025 and Spring 2026 semesters.
- Candidates must have a minimum cumulative GPA of 2.5 at the time of application and maintain this GPA throughout the selection process and start of the RHA position.
- Candidates must be in good conduct standing. Good conduct standing is defined as not being found responsible for a policy violation on or after December 1, 2023, and/or not being on probation. Good conduct standing must be maintained throughout the entire selection process and start of the RHA position.
- Candidates must be in good financial standing with CSU East Bay and University Housing.
- Candidates must live on campus for both the Fall 2025 and Spring 2026 semesters.