



University of Northern Colorado Residence Hall Association Executive Board Selection 2012-2013

Thank you for your interest in a position on the 2012-2013 Residence Hall Association Executive Board. Please read the following information regarding all positions you may be interested in and be versed in the RHA constitution prior to the selection process.

Requirements for application:

1. Email Chris Mullen (Christopher.Mullen@unco.edu) and Kelsey Murray (kelsey.murray@unco.edu) your intent to bid by Monday, February 20, 2012 by 11:59 PM. Your email should include your name, the position(s) you are bidding for, hall & room number.
2. Write your position bid. These should be no longer than 5 pages (not including a cover page).

Your bid must include:

- a. Why you are interested in the position
- b. Your goals for the position and RHA
- c. Your qualifications for the position
- d. A letter of recommendation (RAs, HDs, GAs and Professors are all good options)

Suggestions:

- a. Include a theme, be creative
 - b. Use pictures to show who you are
 - c. Have someone look over your bid before turning it in
 - d. Use Microsoft Publisher or other comparable program (if you have it)
 - e. See current Executives for example bids
 - f. Attend the Bid Workshop RHA Meeting on Monday February 20th at 7pm in Columbine A to learn more about the positions and how to bid
3. Email your finished bid to kelsey.murray@unco.edu, christopher.mullen@unco.edu, and matthew.reinhard@unco.edu by Monday, February 27, 2012 by 11:59 PM. Please make sure it is in PDF form.
 4. Prepare a 5 minute presentation to be given at the hiring meeting on March 5, 2012.
 5. Be prepared to answer questions from the voting members about RHA, your experiences and your plans for the future.

*****Important notice*****

If no one submits intent for a position by the intent deadline, this position will be bid for from the floor.

If only one intent and/or bid is submitted for a position, additional candidates may bid from the floor.

Timeline:

Monday, February 6, 2012: Applications available from all Hall Directors, at the RHA General Council Meeting and online at www.unco.edu/rha

Monday, February 20, 2012: RHA Bid Workshop at 7pm in Columbine A. Position bid intents due to Kelsey Murray and Chris Mullen by 11:59 PM via email.

Wednesday, February 22, 2012: All eligible applicants will be emailed with details for the hiring process.

Monday, February 27, 2012: Position bids due in PDF format via email to Kelsey Murray, Chris Mullen, and Matt Reinhard by 11:59 PM.

Monday, March 5, 2012 7:00 PM- finished: Hiring during RHA. ALL REPS REQUIRED TO ATTEND.

Tuesday, March 6, 2012: Position letters to all applicants and new hire.

Friday, March 9, 2012: Position acceptance letter due 5:00 PM to RHA Office, 174B Harrison Hall

Monday, April 23, 2012: RHA End of the Year Reception: Sworn in

Important Information:

- Position is tentative pending spring 2012 grades and approval by Housing & Residential Education.
- Upon initial hiring, you will be required to attend the RHA End of the Year Reception on Monday, April 23, 2012 to be sworn into your new position on the Executive Board. At the conclusion of the spring semester all hiring will be finalized with a GPA check. The executive will be notified of their standing no later than two weeks after grades are due. In the event that the executive does not meet the hiring requirements, the Advisor and President will utilize any alternates or work with the Department of Housing & Residential Education to fill the vacancy during the summer break.

If you have any questions, please contact Kelsey Murray at kelsey.murray@unco.edu.

Available Positions:

RHA President

National Communications Coordinator

Business Administration & Technology Coordinator

Social & Traditional Events Coordinator

Public Relations & Technology Coordinator

*National Residence Hall Honorary President

*If you are interested in bidding for the NRHH President position, please contact Lauren Koppel at lauren.koppel@unco.edu.

Position Descriptions

The following information is taken from the RHA Constitution. Please email kelsey.murray@unco.edu if you have any questions.

President

The RHA President shall act as the official Representative and spokesperson for RHA. The President shall chair all RHA General Council and Executive Board meetings, and shall oversee the affairs of RHA. The President shall chair a Presidents' Council. The President shall begin his/her term of office on the Monday after the spring semester's finals.

Business Administration and Technology Coordinator

The Business Administration and Technology Coordinator shall be responsible for the actions of RHA encompassing the finance, business, and administrative activities. The BATC shall chair a Treasurers' Council.

National Communications Coordinator

The National Communications Coordinator shall be responsible for conference delegations, committees, and fulfillment of all duties of an NCC established by RHA and NACURH. The NCC shall be RHA's Representative at Student Senate and shall serve as the parliamentarian for RHA.

Social and Traditional Events Coordinator

The Social and Traditional Events Coordinator shall be responsible for actions of RHA dealing with the planning, implementation, and evaluation of social programs and events for the members of the residence halls. The STEC shall chair the Residential Program Council (RPC) and shall serve as the official liaison between the University Program Council and RHA.

Public Relations and Fundraising Coordinator

The Public Relations and Fundraising Coordinator shall be responsible for campus outreach via marketing and publications for RHA. The PRFC shall also be responsible for fundraising for organizational initiatives.

For more detailed requirements of each executive position, please refer to the RHA Constitution found online at www.unco.edu/rha.

General Responsibilities of all Executive Board members

1. Maintain communication throughout the summer with all members of the Executive Board and the Advisor.
2. Work in conjunction with the Executive Board to maintain good relations with the UNC community.
3. Attend all RHA General Council and Executive Board meetings. The Executives are granted one unexcused absence per academic year from both the General Council or Executive Board meetings. Excused absences are determined by the President and Advisor.
4. Give a report, written or verbal, at each General Council meeting of all happenings pertaining to that office.
5. Maintain a minimum of seven scheduled hours in the RHA office each week (excluding meetings). One additional hour should be used for the general upkeep of the RHA office and storage space(s) or for attending one campus program. Failure to do so will be documented and a course of action will be taken by the President and Advisor if determined necessary.
6. Relay all phone, paper, and email correspondences.
7. Check e-mail once every 24 hours and respond to e-mails within 48 hours.
8. Serve on one auxiliary campus committee.
9. Assist in all fundraising efforts for RHA and conferences.
10. Attend all RHA Executive Board Trainings each fall and spring semester.
11. Hold one-on-ones with the Advisor at intervals determined by the Advisor.
12. Hold one-on-ones with the President at intervals determined by the President and Advisor.
13. Are encouraged to attend IACURH and NACURH conferences.
14. Present programs at RHA functions if necessary or requested.

Please be fully versed in the Residence Hall Association Constitution as it pertains to the position you are interested in and the functions of RHA as a whole. If you have any questions please email kelsey.murray@unco.edu

Requirements of the Department of Housing & Residential Education

- Residence Hall Association Executives are expected to uphold, enforce and live by campus alcohol policies. Executives have an obligation to hold each other accountable to the expectations for staff use of alcohol. Residence Hall Association Executives found violating policies outlined in the HRE Handbook, Student Rights and Responsibilities, and/or laws within the State of Colorado may be terminated. (Alcohol Agreement)
- As an employee with HRE, it is expected that staff act in a professional manner at all times. If a conflict or disagreement occurs, speak directly with your supervisor about the issue and discuss the situation. It is inappropriate to gossip or complain to residents or peers about job related items.
- Maintain an effective working relationship with all people in working environment and UNC community.
- Demonstrate good written, listening and oral communication skills.
- Demonstrate quality decision making and evaluative skills.
- Project a positive attitude toward the position, department, and institution.

Conditions of Employment

1. A RHA Executive must carry and complete a minimum course load of twelve semester credit hours and should not exceed sixteen credit hours per semester.
2. Written request for permission to take additional hours (17 or more) needs prior approval from the Advisor.
3. A RHA Executive is required to have a 2.0 cumulative GPA at time of employment. An executive must maintain a 2.0 semester GPA while in the position. In the event that an executive drops below the 2.0 semester requirement, a one-semester probationary period may be assigned for the executive to meet the requirement, the executive will be removed from the position.
4. Executives must be in good standing with the University and not be on any probationary period through the conduct sanctioning process.
5. Executives will have feedback throughout the course of employment with HRE and must maintain satisfactory performance of duties in order to continue employment.
6. Verbal or written warnings may determine condition of employment.
7. Executives must maintain an active housing contract while employed.
8. Executives must live in the UNC Residence Halls for at least one semester prior to employment.
9. Executives must have been actively involved in General Council or the subcommittees of RHA for at least a semester.

Time Commitments

- Attend Summer RHA Executive Retreat (June 22-23)
- Attend the entirety of HRE Fall Training
- Attend the entirety of HRE Spring Training
- Attend all General Council Meetings (Mondays 6:30-9:00 PM)
- Attend a 2 hour weekly staff meeting (TBD)
- Attend assigned Community Council meetings
- Hold a minimum of 8 office hours a week
- Participate in RHA programming throughout semester
- Hold a one hour one on one every other week with the Advisor/President
- Help distribute advertisements and care packages when necessary
- Join at least one auxiliary campus committee. Examples: Homecoming, Welcome Week, Parking Services, MLK, Bear Pride, Eating Disorders Awareness Week and Diversity Council or other committees as needed

Application Checklist

- Pick up application on or after February 6, 2012
- Read over application
- Look through the RHA constitution and bylaws at the specifics of the Executive positions
- Email bid intent to Chris Mullen and Kelsey Murray by February 20, 2012 at 11:59 PM
- Write bid
- Email completed bid to Kelsey Murray, Chris Mullen, and Matt Reinhard by February 27, 2012 at 11:59PM
- Prepare 5 minute presentation and practice, practice, practice
- Dress for success
- March 5, 2012 7:00 PM HIRING!!! Remember to relax and have fun! Bring homework and other things to work on since you will have an extended amount of down time while the process is going on.

Student Leadership Agreement

Purpose

This agreement helps student leaders as well as their advisors to better understand the expectations set for their positions and helps to ensure that the leadership experience is not only benefiting the student leader, but the residence hall and UNC Community as well.

Academics

As a student leader, I understand the importance of academics and that I am a student first. I also understand that I am a role model for other students and will work to achieve an effective balance between my academic work and my leadership responsibilities. I understand that I need to keep my cumulative and semester GPA at 2.0, to maintain my position. I understand that my advisor may ask for a mid-semester grade check and I will comply.

Commitment

I understand that to be an effective leader, I must be committed to the organization, the members, the department of Housing & Residential Education and the University of Northern Colorado. This commitment includes: Fulfillment of duties, ethical behavior, academic integrity, respect for all members of the community, and a desire to assist the organization in its growth and development.

Service

I recognize that a major component of leadership is service. I understand that I am in a leadership position to serve others and not myself. I will work to assure that the students in this organization have meaningful experiences and benefit from their involvement. I will also work to assure that this organization contributes to the UNC and Greeley community.

Participation

I understand that as a student leader my participation is required and needed at organizational events and meetings. I will do my best to attend and or participate in all activities and meetings and arrive in a timely manner. If my participation is unsatisfactory I understand I may be removed from my position.

Fulfillment of Duties

I understand that I must fulfill all specific duties of my position in a timely and thorough manner. I also understand that there may be extra duties assigned if the need arises throughout my term of office (if applicable).

Ethical Behavior

I understand that one of the many qualities of a leader is ethical behavior. This includes but is not limited to: appropriate professional relationships, following departmental and university policies, respect for members of the organization, appropriate use of office equipment and organizational resources including student monies, and keeping in mind the mission/vision/values of the department of Housing & Residential Education and the University of Northern Colorado. I understand that if I have a question about an action I should consult with my advisor(s) before I act to ensure that I handle situations with the character and tact needed of student leaders.

Professionalism

I understand that it is important for leaders to act in a professional manner. In my position I will have the opportunity to interact with many different people and I understand that I am a representative of this organization, the Department of Housing & Residential Education, and the University of Northern Colorado. I further understand that my actions may impact not only myself, but also the organization, the department of Housing & Residential Education and the University of Northern Colorado. I will also expect my supervisor/advisor, officers and members I work with in this organization to practice professionalism as well.

Inclusiveness

As a leader of this organization, I will recognize and celebrate the differences in each person with which I interact. I will promote an inclusive environment at all meetings, activities and programs that this organization promotes and implements.

I have fully read and understand the above requirements in this agreement and the importance of following through with them. I also understand that if I do not follow through with this agreement, I may be removed from my student leadership position.

Signature

Date

Staffing Information:

Name: _____ Birthday: ____/____/____

Spring 2012 GPA _____ Cumulative GPA _____ T-shirt/Polo size: _____

Bearmail: _____@bears.unco.edu Phone #: _____

Current Address: _____

Spring 2012 address: _____

Permanent Address:

Major: _____ Fall 2012 approx. Credit Hours: _____