

RHA Board of Directors: AY 2022-2023 Position Descriptions

DCE – Director of Campus Engagement

- Communicate with the DOP on program advertising
- Manage RHA social media, Mines Engage page, and residential community Canvas pages
- Manage monthly newsletter and release in a timely manner
- Advertise RHA and Community Council elections
- Photograph & catalog campus programs and events
- Chair marketing committee
- Serve as point of contact for campus partners and other student clubs/organizations
- Collaborate with Advocacy Chairs and Residence Life to gather resident feedback about the overall residential experience.
- Manage intake of requests for resident meetings during RHA office hours.

DOP – Director of Programming

- Develop and implement campus-wide programs
 - Host a minimum of 1 campus-wide program per month
- Lead programming committee
- Advise and collaborate with the Assistant Director of Programming (ADOP)
- Organize program logistics such as reservations, purchasing, & budgeting
- Advise general meeting programs & executive meetings
- Facilitate collaboration programming opportunities with other organizations, RHA members, and Residence Life student staff members.

DNE – Director of National Engagement

- Serve as point of contact for all regional and national communications
- Coordinate campus recognition through 'Of the Months' (OTMs) & bid submittal process
- Chair OTM committee
- Lead conference delegation
- Coordinate all preparation efforts for regional and national conferences
- Attend regional/national conferences & serve in conference board rooms
- Attend monthly NACURH communications coordinator (NCC) chats to stay engaged with regional & national updates

DOBA – Director of Business Administration

- Maintain & update budget spreadsheets
- Oversee all organizational purchases and management of RHA credit card
- Create projected budgets for long- and short-term expenditures
- Provide budget updates to the team and overseeing parties
- Serve as point of contact for RHA funding requests
- Create executive and general meeting agendas & take meeting minutes
- Chair the operations committee
- Maintain organization inventory & documents
- Attend conferences and associated board rooms

All Positions

- Must live in on-campus housing
- Must maintain a 2.0 semester and cumulative GPA
- Must be enrolled as a full-time Mines student (12 undergraduate credits/9 graduate credits)
- Serve in a team rotation to facilitate general RHA meetings
- Serve as liaison to Community Council adjacent position
- Collaborate with the Department of Residence Life on End of Year Awards Banquet
- Meet with an advisor on a weekly basis
- Create transition documents for end of tenure
- Expected to work 8-10 hours a week