UNIVERSITY OF
NORTHERN COLORADO

Residence Hall Association

NATIONAL RESIDENCE HALL HONORARY
COORDINATOR POSITION DESCRIPTION
2025 - 2026

HRE MISSION AND VALUES

In alignment with Rowing not Drifting, this office's central mission is to equip students with the tools to engage in the transformative power of personal relationships and communities. We work with students, families, and our campus community to create a sense of home through intentional programming, one on one interactions, and serving as a connection point for students to campus resources. Through a social justice lens and experiential learning, we empower students to grow, learn, lead, and achieve.

- Inclusivity: We recognize that the diverse communities and unique personal experiences of our students enhance our campus community. With this understanding we work to create environments where all students, families, and support people feel at home and welcome.
- Integrity: Truth, authenticity, and transparency are the foundation of the relationships we foster and the decisions we make.
- Service: Well-appointed, clean, and responsive facilities are critical to providing a home. With this in mind and through referrals, we provide thoughtful individualized assistance empowering our students to advocate for themselves and contribute to our campus communities. We apply the concept of Servingness in interactions with our students, their support people, and our campus partners to build an inclusive campus community to build an inclusive campus community.
- Growth: We celebrate development, innovation, courageous creativity, and active participation in the experience all our students and the contributions of our team.

POSITION OVERVIEW

The Office of Housing & Residential Education (HRE) at UNC is committed to the education and development of student potential, both academically and personally, within an inclusive learning community that emphasizes the connection, support, diversity, and collaboration that makes it possible for the individual to succeed in their collegiate pursuits. The Residence Hall Association/National Residence Hall Honorary (RHA/NRHH) position is a live-in position (requires you to live in assigned community) that seeks to maximize student involvement and learning through leadership opportunities, academic support initiatives, and dynamic programs designed to assist residential students in their own personal development.

POSITION RESPONSIBILITIES

These are the requirements of the RHA/NRHH Executive Board Member to receive compensation equivalent to the established amount in the By-laws. The RHA/NRHH Executive Board Member is accountable to the Residence Hall Association, as the governing body of the Residence Halls. The RHA/NRHH General Council can determine if the RHA/NRHH Executive Board Member fails to meet these requirements and is in jeopardy of impeachment. If one or more of these requirements are not fulfilled, the RHA/NRHH Advisor can enact job action which could result in removal of compensation and dismissal from the position.

Common Duties of All RHA/NRHH Board Members - All Board Members shall:

1. Maintain communication throughout the summer with all members of the Executive Board and the Advisor
2. Attend regularly scheduled meetings:
    a. Individual weekly/bi-weekly meeting with Advisor(s).
    b. RHA/NRHH General Council, Executive Board Staff, and Community Council Meetings
    c. Neighborhood/Building Staff meetings on Tuesdays 7:00 - 9:00PM for updates pertaining to the community, Desk, and neighborhood updates.
    d. In-service training & Desk Staff Meetings as needed.
3. Attend and participate in the following as needed or requested:
    a. Present programs at RHA/NRHH functions

    b. RHA/NRHH Leadership retreat held each semester, including any additional executive board retreats.
    c. RHA/NRHH events as deemed appropriate by the RHA President and RHA Social & Traditional Events Coordinator.
    d. Fundraising efforts for RHA/NRHH and conferences.
4. Administrative duties:
    a. Give a report, written or verbal of happenings pertaining to that office during General Council/Executive Board meetings.
    b. Complete appropriate paperwork when booking contracts, travel, conference registration, etc. as applicable to the RHA/NRHH Exec position.
    c. Book spaces as applicable to the RHA/NRHH Exec position.
    d. Maintain a minimum of four scheduled hours in the RHA/NRHH office each week (excluding meetings).
    e. Attend 2 Unite Sessions per semester.
    f. Maintain a minimum of 4 unpaid desk hours per week (may be required to work at desks outside of their community).
    g. Chair/Co-chair an internal committee for RHA/NRHH at the discretion of the Advisor(s).
5. Offer support and assistance with Community Councils as directed by Advisor(s).
6. RHA President, NRHH Coordinator and NCC must serve on one IACURH committee, as regional policy.

The National Residence Hall Honorary Coordinator shall be responsible for the National Residence Hall Honorary (NRHH) Ursa Major chapter, with the following expectations.

1. To represent NRHH to the University of Northern Colorado Campus and the Community by serving on a campus, regional, or national committee.
2. To uphold and interpret the NRHH Constitution along with the RHA/NRHH Advisor.
3. To act as a liaison to the National Chapter, as well as other chapters, and to be the NRHH Representative to the NACURH Conference (the summer after NRHH elections)-Spring Semester, the IACURH Regional Business Conference, the IACURH Regional Leadership Conference, and any additional Meetings.
    a. If the NRHH Coordinator is unable to attend, a delegate may be appointed by the NRHH Coordinator and Advisor.
    b. This includes applying, and if selected, sitting on a regional or national committee.
    c. Includes maintaining correspondence with the IACURH Associate Director of NRHH (AD-NRHH).
4. Work in conjunction with the RHA NCC to assist with the yearly affiliation process.
5. Work in conjunction with the RHA NCC to write a minimum of one regional or national bid per NACURH year (Unless unable to write bids due to a position on the IACURH Regional Board of Directors).
6. To maintain an updated and accurate membership roster that includes but is not limited to contact information and induction year/semester.
7. To provide updates for the RHA/NRHH Newsletters or other form of update communication as agreed upon with the RHA Advisor(s) and President.
8. To implement at least one campus-wide recognition program per semester.
9. To implement a traditional program per semester in conjunction with the RHA President.
10. To enhance visible recognition efforts on campus by extending efforts beyond RHA/NRHH to the residence halls and other organizations; and implementing noticeable methods of recognition.
11. To initiate member recruitment by actively promoting the NRHH in the residence halls and on campus at large; collaborating with professional HRE staff members, Faculty in Residence, and other organizations to develop effective avenues for cultivating prospective members.
12. To oversee the member induction process which may include nominations, applications, timeline of process, and induction events.
13. To implement at least one campus-wide community service program per semester, this can include collaborating with Housing and Residential Education Student Staff; Faculty in Residence, or another University of Northern Colorado program.
14. To partner with other organizations to strengthen commitment to community service.
15. To act as an educational resource to RHA/NRHH members concerning other service-oriented organizations and opportunities.
16. To track completed service hours of RHA/NRHH members.
17. Establish and coordinate a process for UNC OTMs.
18. Organize spontaneous and formal recognition during General Council meetings.
19. Coordinate the End of Semester/End of Year Banquet in conjunction with the RHA President and STEC.
20. Plan and implement the Fall RHA/NRHH Leadership Retreats if funds allow with the RHA President and RHA LDC.
21. Complete monthlies, attend chats and breakout sessions, and perform other tasks as scheduled by the AD-NRHH of IACURH.

22. Maintain the affairs of the NRHH and follow all guidelines outlined in the Ursa Major chapter constitution.

CONDITIONS OF EMPLOYMENT

To maintain employed status within this position, staff are required to:

1. Live on campus and be sufficiently flexible to work at unscheduled times.
2. Must be a member of the National Residence Hall Honorary.
3. Maintain full-time UNC student status by carrying and completing a minimum undergraduate course load of twelve credits/semester, not to exceed sixteen credits/semester or graduate course load of nine credits/semester, not to exceed twelve credits/semester. A written request for permission to take additional hours needs to be addressed to the advisor(s).
4. RHA/NRHH Executive Board members must have a cumulative 2.0 GPA at the time of hire and must maintain a 2.0 semester and cumulative GPA throughout their employment. If GPA requirements are not met, RHA/NRHH Executive Board members will be placed on probation for one semester and must raise their cumulative and/or term GPA to a 2.0. If GPA requirements are still not met after one semester of probation, RHA/NRHH Executive Board members will be terminated from their position.
5. Hold and maintain good conduct standing with UNC and not be on any probationary sanction. Students found responsible for harassment, bias, physical violence, or any Title IX violation will not be allowed to hold this position. RHA/NRHH Executive Board members that are identified as Responding Parties in ongoing Conduct or Title IX investigations may be placed on administrative leave pending the outcome of the investigation.
6. Submit in writing and gain supervisory approval for any extracurricular involvement (i.e. clubs, organizations, groups, etc.)
7. Submit in writing and gain supervisory approval for any work outside of the RHA/NRHH role. Staff can work up to 10 hours outside of the RHA/NRHH role if that job does not interfere with the RHA/NRHH responsibilities. This position must be approved by the Advisor(s).
8. Staff members in this role are required to perform the following functions with or without reasonable accommodation:
    - Establish and maintain communication and collaborative relationships with students, their team, and other campus partners.
    - Prepare written documents and complete forms.
    - Read and prepare reports.
    - Gather and compile information.
    - Respond to emergencies and gain assistance from a Resident Assistant/Community Assistant/Assistant Residential Coordinator/Residential Coordinator.
    - Issue equipment.
    - Monitor security of residence hall facilities, including visual identification of residents and guests.
    - Ascend and descend multiple flights of stairs.
    - Operate a handheld phone and/or radio.
    - Provide support to students experiencing crisis, including mental health crisis.
9. Be able to lift 15 lbs.
10. Training Dates (these dates are estimates and may change). These are the dates you are expected to return to campus:
    a. RHA/NRHH Exec Fall Move in date: August 2nd and 3rd.
    b. Fall Semester In person training starting August 4, 2025, and ending August 20, 2025.
    c. January 5, 2026 - January 9, 2026.
    d. In-Service Trainings as they come up.
11. Contract Dates:
    a. Academic Year is August 4, 2025, through May 12, 2026.

COMPENSATION

*******COMPENSATION RATES ARE PENDING BOARD OF TRUSTEE APPROVAL IN JUNE 2024*******

RHA/NRHH EXECUTIVE BOARD MEMBER COMPENSATION

Academic Year Compensation for the position consists of a guaranteed single room in an assigned community (may have suitemates) and a board plan (TBD).

*****Staff must accept and maintain the compensation provided as listed above and may not alter the meal plan provided. Financial aid packages may be reduced while employed in this position. It is important to check with the Office of Financial***

Aid to see how this position may affect financial aid packages. In the event of resignation or termination from this position, compensation – including room and board – will cease on the effective day of termination according to a pro-rated schedule.

HRE reserves the right to change staff room assignments, temporarily or permanently for health, safety, or repair reasons; for the unresolved incompatibility of roommates; or other administrative reasons.

UNIVERSITY OF
NORTHERN COLORADO

Residence Hall Association

BUSINESS ADMINISTRATION AND TECHNOLOGY COORDINATOR POSITION DESCRIPTION
2025 - 2026

HRE MISSION AND VALUES

In alignment with Rowing not Drifting, this office's central mission is to equip students with the tools to engage in the transformative power of personal relationships and communities. We work with students, families, and our campus community to create a sense of home through intentional programming, one on one interactions, and serving as a connection point for students to campus resources. Through a social justice lens and experiential learning, we empower students to grow, learn, lead, and achieve.

- Inclusivity: We recognize that the diverse communities and unique personal experiences of our students enhance our campus community. With this understanding we work to create environments where all students, families, and support people feel at home and welcome.
- Integrity: Truth, authenticity, and transparency are the foundation of the relationships we foster and the decisions we make.
- Service: Well-appointed, clean, and responsive facilities are critical to providing a home. With this in mind and through referrals, we provide thoughtful individualized assistance empowering our students to advocate for themselves and contribute to our campus communities. We apply the concept of Servingness in interactions with our students, their support people, and our campus partners to build an inclusive campus community to build an inclusive campus community.
- Growth: We celebrate development, innovation, courageous creativity, and active participation in the experience all our students and the contributions of our team.

POSITION OVERVIEW

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POSITION RESPONSIBILITIES

These are the requirements of the RHA/NRHH Executive Board Member to receive compensation equivalent to the established amount in the By-laws. The RHA/NRHH Executive Board Member is accountable to the Residence Hall Association, as the governing body of the Residence Halls. The RHA/NRHH General Council can determine if the RHA/NRHH Executive Board Member fails to meet these requirements and is in jeopardy of impeachment. If one or more of these requirements are not fulfilled, the RHA/NRHH Advisor can enact job action which could result in removal of compensation and dismissal from the position.

Common Duties of All RHA/NRHH Board Members - All Board Members shall:

1. Maintain communication throughout the summer with all members of the Executive Board and the Advisor
2. Attend regularly scheduled meetings:
    a. Individual weekly/bi-weekly meeting with Advisor(s).
    b. RHA/NRHH General Council, Executive Board Staff, and Community Council Meetings
    c. Neighborhood/Building Staff meetings on Tuesdays 7:00 - 9:00PM for updates pertaining to the community, Desk, and neighborhood updates.
    d. In-service training & Desk Staff Meetings as needed.
3. Attend and participate in the following as needed or requested:
    a. Present programs at RHA/NRHH functions
    b. RHA/NRHH Leadership retreat held each semester, including any additional executive board retreats.

c. RHA/NRHH events as deemed appropriate by the RHA President and RHA Social & Traditional Events Coordinator.
d. Fundraising efforts for RHA/NRHH and conferences.

4. Administrative duties:
    a. Give a report, written or verbal of happenings pertaining to the office during General Council/Executive Board meetings.
    b. Complete appropriate paperwork when booking contracts, travel, conference registration, etc. as applicable to the RHA/NRHH Exec position.
    c. Book spaces as applicable to the RHA/NRHH Exec position.
    d. Maintain a minimum of four scheduled hours in the RHA/NRHH office each week (excluding meetings)
    e. Attend 2 Unite Sessions per semester.
    f. Maintain a minimum of 4 unpaid desk hours per week (may be required to work at desks outside of their community).
    g. Chair/Co-chair an internal committee for RHA/NRHH at the discretion of the Advisor(s).
5. Offer support and assistance with Community Councils as directed by Advisor(s).

The Business Administration and Technology Coordinator shall be responsible for the actions of RHA encompassing the finance, business, and administrative activities with the following expectations:

1. Keep an accurate account of the fiscal records of RHA and NRHH according to the procedures set by HRE.
2. Create and oversee the budget to ensure it meets organizational objectives.
3. Budget Presentations
    a. Present Budget for approval in Fall semester no later than the 3rd General Council meeting.
    b. Hold a budget update in the Spring Semester at the 2nd General Council meeting.
    c. Report to the Executive Board and the General Council the fiscal status of the organization monthly by submitting an up-to-date budget.
4. Record minutes for the General Council meetings.
5. In conjunction with Advisor submit RHA/NRHH website updates including minutes, newsletters, events, and resources to the Coordinator for Curriculum, Assessment, and Communications.
6. Review and maintain Constitution amendments and/or Bylaw amendments within one week after approval for both RHA and NRHH Constitutions/Bylaws.
7. Maintain and oversee any use of RHA's rental equipment.
8. Update and accurately maintain any of RHA's historical records and files.
9. Compile monthly Purchasing Logs for all the RHA Executive Board members and send them to the appropriate professional staff members.

CONDITIONS OF EMPLOYMENT

To maintain employed status within this position, staff are required to:

1. Live on campus and be sufficiently flexible to work at unscheduled times.
2. Maintain full-time UNC student status by carrying and completing a minimum undergraduate course load of twelve credits/semester, not to exceed sixteen credits/semester or graduate course load of nine credits/semester, not to exceed twelve credits/semester. A written request for permission to take additional hours needs to be addressed to the advisor(s).
3. RHA/NRHH Executive Board members must have a cumulative 2.0 GPA at the time of hire and must maintain a 2.0 semester and cumulative GPA throughout their employment. If GPA requirements are not met, RHA/NRHH Executive Board members will be placed on probation for one semester and must raise their cumulative and/or term GPA to a 2.0. If GPA requirements are still not met after one semester of probation, RHA/NRHH Executive Board members will be terminated from their position.
4. Hold and maintain good conduct standing with UNC and not be on any probationary sanction. Students found responsible for harassment, bias, physical violence, or any Title IX violation will not be allowed to hold this position. RHA/NRHH Executive Board members that are identified as Responding Parties in ongoing Conduct or Title IX investigations may be placed on administrative leave pending the outcome of the investigation.
5. Submit in writing and gain supervisory approval for any extracurricular involvement (i.e. clubs, organizations, groups, etc.)
6. Submit in writing and gain supervisory approval for any work outside of the RHA/NRHH role. Staff can work up to 10 hours outside of the RHA/NRHH role if that job does not interfere with the RHA/NRHH responsibilities. This position must be approved by the Advisor(s).
7. Staff members in this role are required to perform the following functions with or without reasonable accommodation:

- Establish and maintain communication and collaborative relationships with students, their team, and other campus partners.
- Prepare written documents and complete forms.
- Read and prepare reports.
- Gather and compile information.
- Respond to emergencies and gain assistance from a Resident Assistant/Community Assistant/Assistant Residential Coordinator/Residential Coordinator.
- Issue equipment.
- Monitor security of residence hall facilities, including visual identification of residents and guests.
- Ascend and descend multiple flights of stairs.
- Operate a handheld phone and/or radio.
- Provide support to students experiencing crisis, including mental health crisis.

8. Be able to lift 15 lbs.
9. Training Dates (these dates are estimates and may change). These are the dates you are expected to return to campus:
    a. RHA/NRHH Exec Fall Move in date: August 2nd and 3rd.
    b. Fall Semester In person training starting August 4, 2025, and ending August 20, 2025.
    c. January 5, 2026 - January 9, 2026.
    d. In-Service Trainings as they come up.
10. Contract Dates:
    a. Academic Year is August 4, 2025, through May 12, 2026.

COMPENSATION

*******COMPENSATION RATES ARE PENDING BOARD OF TRUSTEE APPROVAL IN JUNE 2024*******

RHA/NRHH EXECUTIVE BOARD MEMBER COMPENSATION

Academic Year Compensation for the position consists of a guaranteed room in an assigned community (may have roommate/suitemate(s)) and a board plan (TBD).

*****Staff must accept and maintain the compensation provided as listed above and may not alter the meal plan provided. Financial aid packages may be reduced while employed in this position. It is important to check with the Office of Financial Aid to see how this position may affect financial aid packages. In the event of resignation or termination from this position, compensation – including room and board – will cease on the effective day of termination according to a pro-rated schedule.***

HRE reserves the right to change staff room assignments, temporarily or permanently for health, safety, or repair reasons; for the unresolved incompatibility of roommates; or other administrative reasons.

UNIVERSITY OF
NORTHERN COLORADO

Residence Hall Association

LEADERSHIP DEVELOPMENT COORDINATOR POSITION DESCRIPTION
2025 - 2026

HRE MISSION AND VALUES

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- Inclusivity: We recognize that the diverse communities and unique personal experiences of our students enhance our campus community. With this understanding we work to create environments where all students, families, and support people feel at home and welcome.
- Integrity: Truth, authenticity, and transparency are the foundation of the relationships we foster and the decisions we make.
- Service: Well-appointed, clean, and responsive facilities are critical to providing a home. With this in mind and through referrals, we provide thoughtful individualized assistance empowering our students to advocate for themselves and contribute to our campus communities. We apply the concept of Servingness in interactions with our students, their support people, and our campus partners to build an inclusive campus community to build an inclusive campus community.
- Growth: We celebrate development, innovation, courageous creativity, and active participation in the experience all our students and the contributions of our team.

POSITION OVERVIEW

The Office of Housing & Residential Education (HRE) at UNC is committed to the education and development of student potential, both academically and personally, within an inclusive learning community that emphasizes the connection, support, diversity, and collaboration that makes it possible for the individual to succeed in their collegiate pursuits. The Residence Hall Association/National Residence Hall Honorary (RHA/NRHH) position is a live-in position (requires you to live in assigned community) that seeks to maximize student involvement and learning through leadership opportunities, academic support initiatives, and dynamic programs designed to assist residential students in their own personal development.

POSITION RESPONSIBILITIES

These are the requirements of the RHA/NRHH Executive Board Member to receive compensation equivalent to the established amount in the By-laws. The RHA/NRHH Executive Board Member is accountable to the Residence Hall Association, as the governing body of the Residence Halls. The RHA/NRHH General Council can determine if the RHA/NRHH Executive Board Member fails to meet these requirements and is in jeopardy of impeachment. If one or more of these requirements are not fulfilled, the RHA/NRHH Advisor can enact job action which could result in removal of compensation and dismissal from the position.

Common Duties of All RHA/NRHH Board Members - All Board Members shall:

1. Maintain communication throughout the summer with all members of the Executive Board and the Advisor
2. Attend regularly scheduled meetings:
    a. Individual weekly/bi-weekly meeting with Advisor(s).
    b. RHA/NRHH General Council, Executive Board Staff, and Community Council Meetings.
    c. Neighborhood/Building Staff meetings on Tuesdays 7:00 - 9:00PM for updates pertaining to the community, Desk, and neighborhood updates.
    d. In-service training & Desk Staff Meetings as needed.
3. Attend and participate in the following as needed or requested:
    a. Present programs at RHA/NRHH functions
    b. RHA/NRHH Leadership retreat held each semester, including any additional executive board retreats.

c. RHA/NRHH events as deemed appropriate by the RHA President and RHA Social & Traditional Events Coordinator.
d. Fundraising efforts for RHA/NRHH and conferences.

4. Administrative duties:
    a. Give a report, written or verbal of happenings pertaining to the office during General Council/Executive Board meetings.
    b. Complete appropriate paperwork when booking contracts, travel, conference registration, etc. as applicable to the RHA/NRHH Exec position.
    c. Book spaces as applicable to the RHA/NRHH Exec position.
    d. Maintain a minimum of four scheduled hours in the RHA/NRHH office each week (excluding staff meetings)
    e. Attend 2 Unite Sessions per semester.
    f. Maintain a minimum of 4 unpaid desk hours per week (may be required to work at desks outside of their community).
    g. Chair/Co-chair an internal committee for RHA/NRHH at the discretion of the Advisor(s).
5. Offer support and assistance with Community Councils as directed by Advisor(s).

The Leadership Development Coordinator is responsible for overseeing student development opportunities within the Residence Hall Association with the following expectations:

1. In the event that the RHA President is unable to finish their term in office for any reason, The Leadership Development Coordinator shall assume all of the President's duties, until a new President can be appointed.
2. Within 7 days of the vacancy, the advisor and the Leadership Development Coordinator will solidify and implement a hiring process.
3. Coordinate presenters and implement Leadership Lessons to be held during each regular RHA/NRHH General Meeting time.
4. Plan and implement one Fall retreat/leadership development program and one Spring retreat/leadership development program for the RHA/NRHH general council in conjunction with the RHA President and NRHH Coordinator.
5. Coordinate and implement a monthly leadership development opportunity on campus, outside of the regular RHA/NRHH meeting time.
6. Assist with the development, leading, and implementation of Community Councils within the residence halls.
7. Create and maintain the RHA bulletin board outside the RHA/NRHH Offices

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CONDITIONS OF EMPLOYMENT

To maintain employed status within this position, staff are required to:

1. Live on campus and be sufficiently flexible to work at unscheduled times.
2. Maintain full-time UNC student status by carrying and completing a minimum undergraduate course load of twelve credits/semester, not to exceed sixteen credits/semester or graduate course load of nine credits/semester, not to exceed twelve credits/semester. A written request for permission to take additional hours needs to be addressed to the advisor(s).
3. RHA/NRHH Executive Board members must have a cumulative 2.0 GPA at the time of hire and must maintain a 2.0 semester and cumulative GPA throughout their employment. If GPA requirements are not met, RHA/NRHH Executive Board members will be placed on probation for one semester and must raise their cumulative and/or term GPA to a 2.0. If GPA requirements are still not met after one semester of probation, RHA/NRHH Executive Board members will be terminated from their position.
4. Hold and maintain good conduct standing with UNC and not be on any probationary sanction. Students found responsible for harassment, bias, physical violence, or any Title IX violation will not be allowed to hold this position. RHA/NRHH Executive Board members that are identified as Responding Parties in ongoing Conduct or Title IX investigations may be placed on administrative leave pending the outcome of the investigation.
5. Submit in writing and gain supervisory approval for any extracurricular involvement (i.e. clubs, organizations, groups, etc.)
6. Submit in writing and gain supervisory approval for any work outside of the RHA/NRHH role. Staff can work up to 10 hours outside of the RHA/NRHH role if that job does not interfere with the RHA/NRHH responsibilities. This position must be approved by the Advisor(s).
7. Staff members in this role are required to perform the following functions with or without reasonable accommodation:
    - Establish and maintain communication and collaborative relationships with students, their team, and other campus partners.
    - Prepare written documents and complete forms.
    - Read and prepare reports.
    - Gather and compile information.

- Respond to emergencies and gain assistance from a Resident Assistant/Community Assistant/Assistant Residential Coordinator/Residential Coordinator.
- Issue equipment.
- Monitor security of residence hall facilities, including visual identification of residents and guests.
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COMPENSATION

*******COMPENSATION RATES ARE PENDING BOARD OF TRUSTEE APPROVAL IN JUNE 2024*******

RHA/NRHH EXECUTIVE BOARD MEMBER COMPENSATION

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UNIVERSITY OF
NORTHERN COLORADO

Residence Hall Association

NATIONAL ASSOCIATION OF COLLEGE AND UNIVERSITY RESIDENCE HALLS (NACURH)
COMMUNICATIONS COORDINATOR POSITION DESCRIPTION
2025 - 2026

HRE MISSION AND VALUES

In alignment with Rowing not Drifting, this office's central mission is to equip students with the tools to engage in the transformative power of personal relationships and communities. We work with students, families, and our campus community to create a sense of home through intentional programming, one on one interactions, and serving as a connection point for students to campus resources. Through a social justice lens and experiential learning, we empower students to grow, learn, lead, and achieve.

- Inclusivity: We recognize that the diverse communities and unique personal experiences of our students enhance our campus community. With this understanding we work to create environments where all students, families, and support people feel at home and welcome.
- Integrity: Truth, authenticity, and transparency are the foundation of the relationships we foster and the decisions we make.
- Service: Well-appointed, clean, and responsive facilities are critical to providing a home. With this in mind and through referrals, we provide thoughtful individualized assistance empowering our students to advocate for themselves and contribute to our campus communities. We apply the concept of Servingness in interactions with our students, their support people, and our campus partners to build an inclusive campus community to build an inclusive campus community.
- Growth: We celebrate development, innovation, courageous creativity, and active participation in the experience all our students and the contributions of our team.

POSITION OVERVIEW

The Office of Housing & Residential Education (HRE) at UNC is committed to the education and development of student potential, both academically and personally, within an inclusive learning community that emphasizes the connection, support, diversity, and collaboration that makes it possible for the individual to succeed in their collegiate pursuits. The Residence Hall Association/National Residence Hall Honorary (RHA/NRHH) position is a live-in position (requires you to live in assigned community) that seeks to maximize student involvement and learning through leadership opportunities, academic support initiatives, and dynamic programs designed to assist residential students in their own personal development.

POSITION RESPONSIBILITIES

These are the requirements of the RHA/NRHH Executive Board Member to receive the compensation equivalent to the established amount in the By-laws. The RHA/NRHH Executive Board Member is accountable to the Residence Hall Association, as the governing body of the Residence Halls. The RHA/NRHH General Council can determine if the RHA/NRHH Executive Board Member fails to meet these requirements and is in jeopardy of impeachment. If one or more of these requirements are not fulfilled, the RHA/NRHH Advisor can enact job action which could result in removal of compensation and dismissal from the position.

Common Duties of All RHA/NRHH Board Members - All Board Members shall:

1. Maintain communication throughout the summer with all members of the Executive Board and the Advisor
2. Attend regularly scheduled meetings:
    a. Individual weekly/bi-weekly meeting with Advisor(s).
    b. RHA/NRHH General Council, Executive Board Staff, and Community Council Meetings
    c. Neighborhood/Building Staff meetings on Tuesdays 7:00 - 9:00PM for updates pertaining to the community, Desk, and neighborhood updates.
    d. In-service training & Desk Staff Meetings as needed.
3. Attend and participate in the following as needed or requested:
    a. Present programs at RHA/NRHH functions

b. RHA/NRHH Leadership retreat held each semester, including any additional executive board retreats.
c. RHA/NRHH events as deemed appropriate by the RHA President and RHA Social & Traditional Events Coordinator.
d. Fundraising efforts for RHA/NRHH and conferences.

4. Administrative duties:
    a. Give a report, written or verbal of happenings pertaining to that office during General Council/Executive Board meetings.
    b. Complete appropriate paperwork when booking contracts, travel, conference registration, etc. as applicable to the RHA/NRHH Exec position.
    c. Book spaces as applicable to the RHA/NRHH Exec position.
    d. Maintain a minimum of four scheduled hours in the RHA/NRHH office each week (excluding meetings)
    e. Attend 2 Unite Sessions per semester.
    f. Maintain a minimum of 4 unpaid desk hours per week (may be required to work at desks outside of their community).
    g. Chair/Co-chair an internal committee for RHA or NRHH at the discretion of the Advisor(s).
5. Offer support and assistance with Community Councils as directed by Advisor(s).
6. RHA President, NRHH Coordinator and NCC must serve on one IACURH committee, as regional policy.

The NACURH Communications Coordinator shall be responsible for conference delegations, committees, and fulfillment of all duties of an NCC established by RHA and NACURH with the following expectations:

The following duties shall pertain to communications at the regional and NACURH level:

1. Report all information required by the NACURH Information Center (NIC), IACURH, and NACURH.
2. Work in conjunction with the NRHH Coordinator to write a minimum of one regional or national bid per NACURH year (Unless unable to write bids due to a position on the IACURH Regional Board of Directors).
    a. Facilitate RHA-specific bids and bid processes annually for regional and NACURH conferences. Collaborate, if asked, with the NRHH Coordinator on NRHH specific bids. Review and submit all RHA and NRHH specific bids. Co-coordinate the annual process for campus-level bids with the RHA President and NRHH Coordinator.
3. Represent RHA at all IACURH and NACURH conferences as an official voting member (Taking into consideration available funding).
4. Carry out additional duties asked by IACURH and NACURH pertaining to this office.
5. Maintain communication with IACURH and NACURH via the listserv.
6. Complete monthlies, attend chats and breakout sessions and perform other tasks as scheduled by the IACURH RBD.

The following duties shall pertain to communications at the campus level:

1. Organize the end of the year campus award bid writing process in collaboration with the RHA President and NRHH Coordinator.
2. The NCC shall serve as the parliamentarian for RHA.
3. The NCC shall be RHA's Representative at Student Senate or appoint a proxy if necessary.
4. Plan and implement fundraising opportunities for conference attendees which may include those planned by the RHA PRFC.
5. Organize and develop delegations to IACURH and NACURH conferences in conjunction with the RHA Advisor.
6. Give a report to the General Council after each conference attended.
7. Work with NRHH Coordinator to complete annual re-affiliation with NACURH, Inc., and ensure that RHA/NRHH remains in good standing.
8. Write at least one bid for both the IACURH Regional Leadership Conference and the IACURH Regional Business Conference.

CONDITIONS OF EMPLOYMENT

To maintain employed status within this position, staff are required to:

1. Live on campus and be sufficiently available to work at unscheduled times.
2. Maintain full-time UNC student status by carrying and completing a minimum undergraduate course load of twelve credits/semester, not to exceed sixteen credits/semester or graduate course load of nine credits/semester, not to exceed twelve credits/semester. A written request for permission to take additional hours needs to be addressed to the advisor(s).
3. RHA/NRHH Executive Board members must have a cumulative 2.0 GPA at the time of hire and must maintain a 2.0 semester and cumulative GPA throughout their employment. If GPA requirements are not met, RHA/NRHH Executive Board members will be placed on probation for one semester and must raise their cumulative and/or term GPA to a 2.0. If GPA

requirements are still not met after one semester of probation, RHA/NRHH Executive Board members will be terminated from their position.

4. Hold and maintain good conduct standing with UNC and not be on any probationary sanction. Students found responsible for harassment, bias, physical violence, or any Title IX violation will not be allowed to hold this position. RHA/NRHH Executive Board members that are identified as Responding Parties in ongoing Conduct or Title IX investigations may be placed on administrative leave pending the outcome of the investigation.
5. Submit in writing and gain supervisory approval for any extracurricular involvement (i.e. clubs, organizations, groups, etc.)
6. Submit in writing and gain supervisory approval for any work outside of the RHA/NRHH role. Staff can work up to 10 hours outside of the RHA/NRHH role if that job does not interfere with the RHA/NRHH responsibilities. This position must be approved by the Advisor(s).
7. Staff members in this role are required to perform the following functions with or without reasonable accommodation:
    - Establish and maintain communication and collaborative relationships with students, their team, and other campus partners.
    - Prepare written documents and complete forms.
    - Read and prepare reports.
    - Gather and compile information.
    - Respond to emergencies and gain assistance from a Resident Assistant/Community Assistant/Assistant Residential Coordinator/Residential Coordinator.
    - Issue equipment.
    - Monitor security of residence hall facilities, including visual identification of residents and guests.
    - Ascend and descend multiple flights of stairs.
    - Operate a handheld phone and/or radio.
    - Provide support to students experiencing crisis, including mental health crisis.
8. Be able to lift 15 lbs.
9. Training Dates (these dates are estimates and may change). These are the dates you are expected to return to campus:
    a. RHA/NRHH Exec Fall Move in date: August 2nd and 3rd.
    b. Fall Semester In person training starting August 4, 2025, and ending August 20, 2025.
    c. January 5, 2026 - January 9, 2026.
    d. In-Service Trainings as they come up.
10. Contract Dates:
    a. Academic Year is August 4, 2025, through May 12, 2026.

COMPENSATION

*******COMPENSATION RATES ARE PENDING BOARD OF TRUSTEE APPROVAL IN JUNE 2024*******

RHA/NRHH EXECUTIVE BOARD MEMBER COMPENSATION

Academic Year Compensation for the position consists of a guaranteed room in an assigned community (may have roommate/suitemate(s)) and a board plan (TBD).

*****Staff must accept and maintain the compensation provided as listed above and may not alter the meal plan provided. Financial aid packages may be reduced while employed in this position. It is important to check with the Office of Financial Aid to see how this position may affect financial aid packages. In the event of resignation or termination from this position, compensation – including room and board – will cease on the effective day of termination according to a pro-rated schedule.***

HRE reserves the right to change staff room assignments, temporarily or permanently for health, safety, or repair reasons; for the unresolved incompatibility of roommates; or other administrative reasons.

UNIVERSITY OF
NORTHERN COLORADO

Residence Hall Association

PRESIDENT POSITION DESCRIPTION
2025 - 2026

HRE MISSION AND VALUES

In alignment with Rowing not Drifting, this office's central mission is to equip students with the tools to engage in the transformative power of personal relationships and communities. We work with students, families, and our campus community to create a sense of home through intentional programming, one on one interactions, and serving as a connection point for students to campus resources. Through a social justice lens and experiential learning, we empower students to grow, learn, lead, and achieve.

- Inclusivity: We recognize that the diverse communities and unique personal experiences of our students enhance our campus community. With this understanding we work to create environments where all students, families, and support people feel at home and welcome.
- Integrity: Truth, authenticity, and transparency are the foundation of the relationships we foster and the decisions we make.
- Service: Well-appointed, clean, and responsive facilities are critical to providing a home. With this in mind and through referrals, we provide thoughtful individualized assistance empowering our students to advocate for themselves and contribute to our campus communities. We apply the concept of Servingness in interactions with our students, their support people, and our campus partners to build an inclusive campus community to build an inclusive campus community.
- Growth: We celebrate development, innovation, courageous creativity, and active participation in the experience all our students and the contributions of our team.

POSITION OVERVIEW

The Office of Housing & Residential Education (HRE) at UNC is committed to the education and development of student potential, both academically and personally, within an inclusive learning community that emphasizes the connection, support, diversity, and collaboration that makes it possible for the individual to succeed in their collegiate pursuits. The Residence Hall Association/National Residence Hall Honorary (RHA/NRHH) position is a live-in position (requires you to live in assigned community) that seeks to maximize student involvement and learning through leadership opportunities, academic support initiatives, and dynamic programs designed to assist residential students in their own personal development.

POSITION RESPONSIBILITIES

These are the requirements of the RHA/NRHH Executive Board Member to receive compensation equivalent to the established amount in the By-laws. The RHA/NRHH Executive Board Member is accountable to the Residence Hall Association, as the governing body of the Residence Halls. The RHA/NRHH General Council can determine if the RHA/NRHH Executive Board Member fails to meet these requirements and is in jeopardy of impeachment. If one or more of these requirements are not fulfilled, the RHA/NRHH Advisor can enact job action which could result in removal of compensation and dismissal from the position.

Common Duties of All RHA/NRHH Board Members - All Board Members shall:

1. Maintain communication throughout the summer with all members of the Executive Board and the Advisor
2. Attend regularly scheduled meetings:
    a. Individual weekly/bi-weekly meeting with Advisor(s).
    b. RHA/NRHH General Council, Executive Board Staff, and Community Council Meetings
    c. Neighborhood/Building Staff meetings on Tuesdays 7:00 - 9:00PM for updates pertaining to the community, Desk, and neighborhood updates.
    d. In-service training & Desk Staff Meetings as needed.
3. Attend and participate in the following as needed or requested:
    a. Present programs at RHA/NRHH functions
    b. RHA/NRHH Leadership retreat held each semester, including any additional executive board retreats.
    c. RHA/NRHH events as deemed appropriate by the RHA President and RHA Social & Traditional Events Coordinator.

    d. Fundraising efforts for RHA/NRHH and conferences.
4. Administrative duties:
    a. Give a report, written or verbal of happenings pertaining to the office during General Council/Executive Board meetings.
    b. Complete appropriate paperwork when booking contracts, travel, conference registration, etc. as applicable to the RHA/NRHH Exec position.
    c. Book spaces as applicable to the RHA/NRHH Exec position.
    d. Maintain a minimum of four scheduled hours in the RHA/NRHH office each week (excluding staff meetings)
    e. Attend 2 Unite Sessions per semester.
    f. Maintain a minimum of 4 unpaid desk hours per week (may be required to work at desks outside of their community).
    g. Chair/Co-chair an internal committee for RHA or NRHH at the discretion of the Advisor(s).
5. Offer support and assistance with Community Councils as directed by Advisor(s).
6. RHA President, NRHH Coordinator and NCC must serve on one IACURH committee, as regional policy.

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 following duties shall pertain to duties during the summer:

1. Plan and coordinate fall Executive Board training in accordance with HRE training, including communicating with executives over the summer.
2. Coordinate, in conjunction with HRE, RHA involvement in the Student Activities Fair.
3. Assist the RHA STEC as needed with the planning and implementation of Northern at Night.
4. Plan a retreat for incoming Executives to meet and engage in team building activities.
5. Recruit incoming students at New Student Orientation.
6. Assist Lead on Advisor(s) in advising the Lead On Coordinators during the summer.
7. Plan and attend summer staff meetings as needed.
8. Conduct biweekly 1:1 meeting with the RHA STEC.
9. Assist with planning of Move-in Day.
10. Coordinate involvement with Dining Services in relation to concessions if applicable.
11. Represent RHA as necessary throughout the University and the community.

The following duties shall pertain to duties during the academic year:

1. Represent RHA as necessary throughout the University and the community.
2. Set protocol and internal operation policies with the Advisor(s).
3. Ensure that the Constitution's policies and procedures are being enforced in all RHA functions.
4. Appoint any Ad-Hoc positions as deemed necessary.
5. Chair and coordinate decision-making at all RHA/NRHH General Council and Executive Board meetings.
6. Prepare all agendas for Executive Board and General Council meetings if the meeting calls for agenda and determine meeting format.
7. Assist all RHA committees as necessary.
8. Coordinate the fall and spring End of Semester Banquets with the NRHH Coordinator and RHA STEC.
9. Plan and coordinate all Executive Board trainings in conjunction with the HRE training and RHA Advisor(s).
10. Assist the RHA PRFC with all Dormify and College Products correspondence.
11. Complete monthlies, attend chats and breakout sessions, and perform other tasks as scheduled by the IACURH RBD.
12. Assist with the coordination of Executive Board hiring.
13. Attend the IACURH Regional Business Conference, IACURH Regional Leadership Conference and NACURH Annual conference (Taking into consideration available funding).
14. Co-coordinate the annual process for campus level award bids with the RHA NCC.
15. Assist in the planning and implementation of one fall retreat/leadership development program and one spring retreat/leadership development program for the RHA/NRHH General Council in conjunction with the LDC, as needed.

CONDITIONS OF EMPLOYMENT

To maintain employed status within this position, staff are required to:

1. Live on campus and be sufficiently flexible to work at unscheduled times.

    a. Live on campus during the Spring, Fall, and Summer semesters as required by the President position.
2. Maintain full-time UNC student status by carrying and completing a minimum undergraduate course load of twelve credits/semester, not to exceed sixteen credits/semester or graduate course load of nine credits/semester, not to exceed twelve credits/semester. A written request for permission to take additional hours needs to be addressed to the advisor(s).
3. RHA/NRHH Executive Board members must have a cumulative 2.0 GPA at the time of hire and must maintain a 2.0 semester and cumulative GPA throughout their employment. If GPA requirements are not met, RHA/NRHH Executive Board members will be placed on probation for one semester and must raise their cumulative and/or term GPA to a 2.0. If GPA requirements are still not met after one semester of probation, RHA/NRHH Executive Board members will be terminated from their position.
4. Hold and maintain good conduct standing with UNC and not be on any probationary sanction. Students found responsible for harassment, bias, physical violence, or any Title IX violation will not be allowed to hold this position. RHA/NRHH Executive Board members that are identified as Responding Parties in ongoing Conduct or Title IX investigations may be placed on administrative leave pending the outcome of the investigation.
5. Submit in writing and gain supervisory approval for any extracurricular involvement (i.e. clubs, organizations, groups, etc.)
6. Submit in writing and gain supervisory approval for any work outside of the RHA/NRHH role. Staff can work up to 10 hours outside of the RHA/NRHH role if that job does not interfere with the RHA/NRHH responsibilities. This position must be approved by the Advisor(s).
7. Staff members in this role are required to perform the following functions with or without reasonable accommodation:
    - Establish and maintain communication and collaborative relationships with students, their team, and other campus partners.
    - Prepare written documents and complete forms.
    - Read and prepare reports.
    - Gather and compile information.
    - Respond to emergencies and gain assistance from a Resident Assistant/Community Assistant/Assistant Residential Coordinator/Residential Coordinator.
    - Issue equipment.
    - Monitor security of residence hall facilities, including visual identification of residents and guests.
    - Ascend and descend multiple flights of stairs.
    - Operate a handheld phone and/or radio.
    - Provide support to students experiencing crisis, including mental health crisis.
8. Be able to lift 15 lbs.
9. Training Dates (these dates are estimates and may change). These are the dates you are expected to return to campus:
    a. RHA/NRHH Exec Fall Move in date: August 2nd and 3rd.
    b. Fall Semester In person training starting August 4, 2025, and ending August 20, 2025.
    c. January 5, 2026 - January 9, 2026.
    d. In-Service Trainings as they come up.
10. Contract Dates:
    a. Academic Year is August 4, 2025, through May 12, 2026.

COMPENSATION

*******COMPENSATION RATES ARE PENDING BOARD OF TRUSTEE APPROVAL IN JUNE 2024*******

RHA/NRHH EXECUTIVE BOARD MEMBER COMPENSATION

Academic Year Compensation for the position consists of a guaranteed single room in an assigned community (may have suitemates) and a board plan (TBD). Furthermore, the RHA President will receive a $1,000 stipend per academic year (totaling $500 each semester).

Summer Term Compensation will consist of a Single Room/Bedroom & Summer Board Plan (50 meals).

*****Staff must accept and maintain the compensation provided as listed above and may not alter the meal plan provided. Financial aid packages may be reduced while employed in this position. It is important to check with the Office of Financial Aid to see how this position may affect financial aid packages. In the event of resignation or termination from this position, compensation – including room and board – will cease on the effective day of termination according to a pro-rated schedule.***

HRE reserves the right to change staff room assignments, temporarily or permanently for health, safety, or repair reasons; for the unresolved incompatibility of roommates; or other administrative reasons.

UNIVERSITY OF
NORTHERN COLORADO

Residence Hall Association

PUBLIC RELATIONS AND FUNDRAISING
COORDINATOR POSITION DESCRIPTION
2025 - 2026

HRE MISSION AND VALUES

In alignment with Rowing not Drifting, this office's central mission is to equip students with the tools to engage in the transformative power of personal relationships and communities. We work with students, families, and our campus community to create a sense of home through intentional programming, one on one interactions, and serving as a connection point for students to campus resources. Through a social justice lens and experiential learning, we empower students to grow, learn, lead, and achieve.

- Inclusivity: We recognize that the diverse communities and unique personal experiences of our students enhance our campus community. With this understanding we work to create environments where all students, families, and support people feel at home and welcome.
- Integrity: Truth, authenticity, and transparency are the foundation of the relationships we foster and the decisions we make.
- Service: Well-appointed, clean, and responsive facilities are critical to providing a home. With this in mind and through referrals, we provide thoughtful individualized assistance empowering our students to advocate for themselves and contribute to our campus communities. We apply the concept of Servingness in interactions with our students, their support people, and our campus partners to build an inclusive campus community to build an inclusive campus community.
- Growth: We celebrate development, innovation, courageous creativity, and active participation in the experience all our students and the contributions of our team.

POSITION OVERVIEW

The Office of Housing & Residential Education (HRE) at UNC is committed to the education and development of student potential, both academically and personally, within an inclusive learning community that emphasizes the connection, support, diversity, and collaboration that makes it possible for the individual to succeed in their collegiate pursuits. The Residence Hall Association/National Residence Hall Honorary (RHA/NRHH) position is a live-in position (requires you to live in assigned community) that seeks to maximize student involvement and learning through leadership opportunities, academic support initiatives, and dynamic programs designed to assist residential students in their own personal development.

POSITION RESPONSIBILITIES

These are the requirements of the RHA/NRHH Executive Board Member to receive compensation equivalent to the established amount in the By-laws. The RHA/NRHH Executive Board Member is accountable to the Residence Hall Association, as the governing body of the Residence Halls. The RHA/NRHH General Council can determine if the RHA/NRHH Executive Board Member fails to meet these requirements and is in jeopardy of impeachment. If one or more of these requirements are not fulfilled, the RHA/NRHH Advisor can enact job action which could result in removal of compensation and dismissal from the position.

Common Duties of All RHA/NRHH Board Members - All Board Members shall:

1. Maintain communication throughout the summer with all members of the Executive Board and the Advisor
2. Attend regularly scheduled meetings:
    a. Individual weekly/bi-weekly meeting with Advisor(s).
    b. RHA/NRHH General Council, Executive Board Staff, and Community Council Meetings
    c. Neighborhood/Building Staff meetings on Tuesdays 7:00 - 9:00PM for updates pertaining to the community, Desk, and neighborhood updates.
    d. In-service training & Desk Staff Meetings as needed.
3. Attend and participate in the following as needed or requested:
    a. Present programs at RHA/NRHH functions

   b. RHA/NRHH Leadership retreat held each semester, including any additional executive board retreats.
   c. RHA/NRHH events as deemed appropriate by the RHA President and RHA Social & Traditional Events Coordinator.
   d. Fundraising efforts for RHA/NRHH and conferences.
4. Administrative duties:
   a. Give a report, written or verbal of happenings pertaining to that office during General Council/Executive Board meetings.
   b. Complete appropriate paperwork when booking contracts, travel, conference registration, etc. as applicable to the RHA/NRHH Exec position.
   c. Book spaces as applicable to the RHA/NRHH Exec position.
   d. Maintain a minimum of four scheduled hours in the RHA/NRHH office each week (excluding staff meetings)
   e. Attend 2 Unite Sessions per semester.
   f. Maintain a minimum of 4 unpaid desk hours per week (may be required to work at desks outside of their community).
   g. Chair/Co-chair an internal committee for RHA or NRHH at the discretion of the Advisor(s).
   h. Chair/Co-chair an internal committee for RHA/NRHH at the discretion of the Advisor(s).
5. Offer support and assistance with Community Councils as directed by Advisor(s).

The Public Relations and Fundraising Coordinator shall be responsible for campus outreach via marketing and publications for RHA/NRHH as well as fundraising for organizational initiatives with the following expectations:

1. Create and develop a marketing plan for RHA/NRHH that includes at least one promotional item.
2. Assist with the creation and distribution of all advertisements and marketing produced by RHA/NRHH as necessary.
3. Plan two fundraising programs per semester. This may include fundraising efforts for conference attendance.
4. Seek out and maintain sponsorship for RHA/NRHH.
5. Set fundraising goal with RHA President and Advisor at the beginning of each semester.
6. Solicit the use of the rentals to the residence halls, other campus groups, and the Greeley community in conjunction with the BATC.
7. Coordinate and implement the distribution of all Dormify and College Products programs and products at the campus level in conjunction with the RHA President.
8. Plan the implementation of all updates to social networking sites, which could include Facebook, Twitter, Instagram, for RHA/NRHH.
9. To manage and keep organized the pictures taken at RHA/NRHH events.
10. Coordinate the writing of the RHA/NRHH weekly newsletter as agreed upon with RHA Advisor and President.
11. To organize the RHA/NRHH General Meeting PowerPoint based off the agenda.

CONDITIONS OF EMPLOYMENT

To maintain employed status within this position, staff are required to:

1. Live on campus and be sufficiently flexible to work at unscheduled times.
2. Maintain full-time UNC student status by carrying and completing a minimum undergraduate course load of twelve credits/semester, not to exceed sixteen credits/semester or graduate course load of nine credits/semester, not to exceed twelve credits/semester. A written request for permission to take additional hours needs to be addressed to the advisor(s).
3. RHA/NRHH Executive Board members must have a cumulative 2.0 GPA at the time of hire and must maintain a 2.0 semester and cumulative GPA throughout their employment. If GPA requirements are not met, RHA/NRHH Executive Board members will be placed on probation for one semester and must raise their cumulative and/or term GPA to a 2.0. If GPA requirements are still not met after one semester of probation, RHA/NRHH Executive Board members will be terminated from their position.
4. Hold and maintain good conduct standing with UNC and not be on any probationary sanction. Students found responsible for harassment, bias, physical violence, or any Title IX violation will not be allowed to hold this position. RHA/NRHH Executive Board members that are identified as Responding Parties in ongoing Conduct or Title IX investigations may be placed on administrative leave pending the outcome of the investigation.
5. Submit in writing and gain supervisory approval for any extracurricular involvement (i.e. clubs, organizations, groups, etc.)
6. Submit in writing and gain supervisory approval for any work outside of the RHA/NRHH role. Staff can work up to 10 hours outside of the RHA/NRHH role if that job does not interfere with the RHA/NRHH responsibilities. This position must be approved by the Advisor(s).
7. Staff members in this role are required to perform the following functions with or without reasonable accommodation:

- Establish and maintain communication and collaborative relationships with students, their team, and other campus partners.
- Prepare written documents and complete forms.
- Read and prepare reports.
- Gather and compile information.
- Respond to emergencies and gain assistance from a Resident Assistant/Community Assistant/Assistant Residential Coordinator/Residential Coordinator.
- Issue equipment.
- Monitor security of residence hall facilities, including visual identification of residents and guests.
- Ascend and descend multiple flights of stairs.
- Operate a handheld phone and/or radio.
- Provide support to students experiencing crisis, including mental health crisis.

8. Be able to lift 15 lbs.
9. Training Dates (these dates are estimates and may change). These are the dates you are expected to return to campus:
    a. RHA/NRHH Exec Fall Move in date: August 2nd and 3rd.
    b. Fall Semester In person training starting August 4, 2025, and ending August 20, 2025.
    c. January 5, 2026 - January 9, 2026.
    d. In-Service Trainings as they come up.
10. Contract Dates:
    a. Academic Year is August 4, 2025, through May 12, 2026.

COMPENSATION

*******COMPENSATION RATES ARE PENDING BOARD OF TRUSTEE APPROVAL IN JUNE 2024*******

RHA/NRHH EXECUTIVE BOARD MEMBER COMPENSATION

Academic Year Compensation for the position consists of a guaranteed room in an assigned community (may have roommate/suitemate(s)) and a board plan (TBD).

*****Staff must accept and maintain the compensation provided as listed above and may not alter the meal plan provided. Financial aid packages may be reduced while employed in this position. It is important to check with the Office of Financial Aid to see how this position may affect financial aid packages. In the event of resignation or termination from this position, compensation – including room and board – will cease on the effective day of termination according to a pro-rated schedule.***

HRE reserves the right to change staff room assignments, temporarily or permanently for health, safety, or repair reasons; for the unresolved incompatibility of roommates; or other administrative reasons.

UNIVERSITY OF
NORTHERN COLORADO

Residence Hall Association

SOCIAL AND TRADITIONAL EVENTS
COORDINATOR POSITION DESCRIPTION
2025 - 2026

HRE MISSION AND VALUES

In alignment with Rowing not Drifting, this office's central mission is to equip students with the tools to engage in the transformative power of personal relationships and communities. We work with students, families, and our campus community to create a sense of home through intentional programming, one on one interactions, and serving as a connection point for students to campus resources. Through a social justice lens and experiential learning, we empower students to grow, learn, lead, and achieve.

- Inclusivity: We recognize that the diverse communities and unique personal experiences of our students enhance our campus community. With this understanding we work to create environments where all students, families, and support people feel at home and welcome.
- Integrity: Truth, authenticity, and transparency are the foundation of the relationships we foster and the decisions we make.
- Service: Well-appointed, clean, and responsive facilities are critical to providing a home. With this in mind and through referrals, we provide thoughtful individualized assistance empowering our students to advocate for themselves and contribute to our campus communities. We apply the concept of Servingness in interactions with our students, their support people, and our campus partners to build an inclusive campus community to build an inclusive campus community.
- Growth: We celebrate development, innovation, courageous creativity, and active participation in the experience all our students and the contributions of our team.

POSITION OVERVIEW

The Office of Housing & Residential Education (HRE) at UNC is committed to the education and development of student potential, both academically and personally, within an inclusive learning community that emphasizes the connection, support, diversity, and collaboration that makes it possible for the individual to succeed in their collegiate pursuits. The Residence Hall Association/National Residence Hall Honorary (RHA/NRHH) position is a live-in position (requires you to live in assigned community) that seeks to maximize student involvement and learning through leadership opportunities, academic support initiatives, and dynamic programs designed to assist residential students in their own personal development.

POSITION RESPONSIBILITIES

These are the requirements of the RHA/NRHH Executive Board Member to receive compensation equivalent to the established amount in the By-laws. The RHA/NRHH Executive Board Member is accountable to the Residence Hall Association, as the governing body of the Residence Halls. The RHA/NRHH General Council can determine if the RHA/NRHH Executive Board Member fails to meet these requirements and is in jeopardy of impeachment. If one or more of these requirements are not fulfilled, the RHA/NRHH Advisor can enact job action which could result in removal of compensation and dismissal from the position.

Common Duties of All RHA/NRHH Board Members - All Board Members shall:

1. Common Duties of All RHA/NRHH Board Members - All Board Members shall:
2. Maintain communication throughout the summer with all members of the Executive Board and the Advisor
3. Attend regularly scheduled meetings:
    a. Individual weekly/bi-weekly meeting with Advisor(s).
    b. RHA/NRHH General Council, Executive Board Staff, and Community Council Meetings
    c. Neighborhood/Building Staff meetings on Tuesdays 7:00 - 9:00PM for updates pertaining to the community, Desk, and neighborhood updates.
    d. In-service training & Desk Staff Meetings as needed.
4. Attend and participate in the following as needed or requested:

a. Present programs at RHA/NRHH functions
b. RHA/NRHH Leadership retreat held each semester, including any additional executive board retreats.
c. RHA/NRHH events as deemed appropriate by the RHA President and RHA Social & Traditional Events Coordinator.
d. Fundraising efforts for RHA/NRHH and conferences.

5. Administrative duties:
    a. Give a report, written or verbal of happenings pertaining to the office during General Council/Executive Board meetings.
    b. Complete appropriate paperwork when booking contracts, travel, conference registration, etc. as applicable to the RHA/NRHH Exec position.
    c. Book spaces as applicable to the RHA/NRHH Exec position.
    d. Maintain a minimum of four scheduled hours in the RHA/NRHH office each week (excluding staff meetings)
    e. Attend 2 Unite Sessions per semester.
    f. Maintain a minimum of 4 unpaid desk hours per week (may be required to work at desks outside of their community).
    g. Chair/Co-chair an internal committee for RHA or NRHH at the discretion of the Advisor(s).
6. Offer support and assistance with Community Councils as directed by Advisor(s).

The Social and Traditional Events Coordinator shall be responsible for the actions of RHA dealing with the planning, implementation, and evaluation of social programs and events for the members of the residence halls with the following expectations.

The following duties shall pertain to duties during the summer:

1. Plan Northern at Night
2. Assist with Lead On at the RHA President's and Advisor's discretion.
3. Assist RHA President with New Student Orientations Recruitment as needed.
4. Serve as a liaison between RHA and OSL.

The following duties shall pertain to duties during the academic year:

1. Lead, coordinate, and implement Northern at Night during Bear Welcome Week
2. Lead, coordinate, and implement Homecoming activities.
3. Lead, coordinate, and implement Haunted Harrison.
4. Coordinate the Fall and Spring End of Semester Banquets in conjunction with the RHA President and NRHH Coordinator.
5. Lead, coordinate, and implement a Winter Welcome Week Event (Bearlagio) during Winter Welcome Week
6. Lead, coordinate, and implement a Spring Event in conjunction with HRE.
7. Lead, coordinate, and implement other social events throughout the year, as funds allow.

CONDITIONS OF EMPLOYMENT

To maintain employed status within this position, staff are required to:

1. Live on campus and be sufficiently flexible to work at unscheduled times.
    a. Live on campus during the Fall, Spring, and Summer semesters as required by the STEC position.
2. Maintain full-time UNC student status by carrying and completing a minimum undergraduate course load of twelve credits/semester, not to exceed sixteen credits/semester or graduate course load of nine credits/semester, not to exceed twelve credits/semester. A written request for permission to take additional hours needs to be addressed to the advisor(s).
3. RHA/NRHH Executive Board members must have a cumulative 2.0 GPA at the time of hire and must maintain a 2.0 semester and cumulative GPA throughout their employment. If GPA requirements are not met, RHA/NRHH Executive Board members will be placed on probation for one semester and must raise their cumulative and/or term GPA to a 2.0. If GPA requirements are still not met after one semester of probation, RHA/NRHH Executive Board members will be terminated from their position.
4. Hold and maintain good conduct standing with UNC and not be on any probationary sanction. Students found responsible for harassment, bias, physical violence, or any Title IX violation will not be allowed to hold this position. RHA/NRHH Executive Board members that are identified as Responding Parties in ongoing Conduct or Title IX investigations may be placed on administrative leave pending the outcome of the investigation.
5. Submit in writing and gain supervisory approval for any extracurricular involvement (i.e. clubs, organizations, groups, etc.)
6. Submit in writing and gain supervisory approval for any work outside of the RHA/NRHH role. Staff can work up to 10 hours outside of the RHA/NRHH role if that job does not interfere with the RHA/NRHH responsibilities. This position must be approved by the Advisor(s).

7. Staff members in this role are required to perform the following functions with or without reasonable accommodation:
    - Establish and maintain communication and collaborative relationships with students, their team, and other campus partners.
    - Prepare written documents and complete forms.
    - Read and prepare reports.
    - Gather and compile information.
    - Respond to emergencies and gain assistance from a Resident Assistant/Community Assistant/Assistant Residential Coordinator/Residential Coordinator.
    - Issue equipment.
    - Monitor security of residence hall facilities, including visual identification of residents and guests.
    - Ascend and descend multiple flights of stairs.
    - Operate a handheld phone and/or radio.
    - Provide support to students experiencing crisis, including mental health crisis.
8. Be able to lift 15 lbs.
9. Training Dates (these dates are estimates and may change). These are the dates you are expected to return to campus:
    a. RHA/NRHH Exec Fall Move in date: August 2nd and 3rd.
    b. Fall Semester In person training starting August 4, 2025, and ending August 20, 2025.
    c. January 5, 2026 - January 9, 2026.
    d. In-Service Trainings as they come up.
10. Contract Dates:
    a. Academic Year is August 4, 2025, through May 12, 2026.

COMPENSATION

*******COMPENSATION RATES ARE PENDING BOARD OF TRUSTEE APPROVAL IN JUNE 2024*******

RHA/NRHH EXECUTIVE BOARD MEMBER COMPENSATION

Academic Year Compensation for the position consists of a guaranteed room in an assigned community (may have roommate/suitemate(s)) and a board plan (TBD).

Summer Term Compensation will consist of a Single Room/Bedroom & Summer Board Plan (50 meals).

*****Staff must accept and maintain the compensation provided as listed above and may not alter the meal plan provided. Financial aid packages may be reduced while employed in this position. It is important to check with the Office of Financial Aid to see how this position may affect financial aid packages. In the event of resignation or termination from this position, compensation – including room and board – will cease on the effective day of termination according to a pro-rated schedule.***

HRE reserves the right to change staff room assignments, temporarily or permanently for health, safety, or repair reasons; for the unresolved incompatibility of roommates; or other administrative reasons.