



RESIDENTIAL HOUSING ASSOCIATION

BOISE STATE UNIVERSITY

Residential Housing Association (RHA)
Executive Board Member Description and Expectations
2024-2025 Academic Year

[This is a draft position description and is subject to change]

Name:

Position:

Anticipated Position Period: August 4, 2024 - May 16, 2025

Expectations of this Leadership Position in RHA

Under the supervision and advisement of the Coordinator of Residential Engagement, Residential Housing Association (RHA) Executive Board members represent Housing & Residence Life as key community members and student role models. The Executive Board consists of six student leaders who work as a team to create and support a safe atmosphere that enriches the learning experience by fostering an environment that encourages personal growth, academic success, civility, and leadership opportunities. The following sections outline what Housing and Residence Life expects of the RHA student leader positions.

An RHA Executive Board Member will hereinafter be called “RHA Leader” throughout this document

The term “Advisor” and “Supervisor” are used synonymously throughout this document

POSITION REQUIREMENTS

- RHA Leader appointments are generally made for one academic year, starting early August (up to 3 weeks prior to the beginning of the semester) and continuing through to mid-May; and given the importance of relationship-building and guiding residents through concepts of learning, it is critical that RHA Leaders commit to serve for the full academic year.
- All RHA Leaders must apply for University housing and have a completed Housing and Meal Plan Agreement on file prior to the start of the position.
- RHA Leaders must be available via phone and Boise State University-issued email daily while employed as an RHA Leader. E-mail, voicemail, and staff mailbox must be checked daily by the RHA Leader. Additionally, each RHA Leader’s personal phone number must be provided to Housing and Residence Life for emergency purposes. Personal phone numbers will not be given out for purposes other than emergency situations.
- RHA Leaders are responsible for being actively involved and participating in staff development in-service opportunities, training, and large-scale events as applicable, and as required. Advance notice will be given for required attendance events.
- RHA Leaders must be in “good standing” with Housing and Residence Life and the University (including student conduct, academic, and financial status).
- RHA Leaders may NOT serve as a Resident Assistant or Hall Council executive member for the duration of their position.

ACADEMIC REQUIREMENTS

- An RHA Leader must be a student at Boise State University working toward a degree. All undergraduates must be enrolled, attending classes, and taking a minimum of 12 credits per semester. The RHA Leader's direct supervisor must give prior approval for the student to take more than 18 credits per semester. Graduate students must be enrolled in a minimum of 6 credits per semester, and must obtain prior approval from the RHA Leader's direct supervisor to take more than 9 credits per semester.
- RHA Leader must have, and maintain, at the beginning and throughout their employment, the following:
 - A cumulative grade point average of 2.5.
 - A semester grade point average of 2.5.
 - Passed at least 12 credits (or 6 graduate credits) the semester prior to, and each semester throughout employment (academic work during summer session does not count towards fall or spring semester GPA or credits earned, but may impact cumulative GPA).
- Failure to maintain good academic standing requirements will result in probation and/or termination of employment.
 - New RHA Leaders failing to meet all criteria (semester and cumulative GPA, passed credit hours) by the position start date will result in reversal of the employment offer to the student.
 - If an RHA Leader currently on staff or returning to staff does not meet one of these three good standing criteria, it will result in academic probation for one semester. If all three criteria are not met during and following the probationary semester, the RHA Leaders position will be terminated.
 - If an RHA Leader currently on staff or returning to staff does not meet two or more of these criteria at the end of an academic semester, it will result in the RHA Leader being terminated, and that individual will not be eligible to apply for the position again until all three criteria are met.

GENERAL DUTIES & RESPONSIBILITIES

Successful RHA Leaders will demonstrate a commitment to the Housing and Residence Life department, the position, and their residential community.

Please refer to the RHA Constitution for position specifics. A brief overview:

- Fulfill positional and executive board member responsibilities, which consists of on average 19 hours per week
- Attend weekly Executive Board meetings and General Assembly meetings
- Support, attend and assist with all RHA events
- Reside in the residential community assigned to the position and serve as a liaison to the residential area
- Attend weekly 1:1 meetings with RHA Advisor
- Check email daily and respond to written communication as needed
- Attend all relevant and mandated training and leadership development activities
- Serve weekly office hours as determined by the Advisor and agreed upon by the Executive Board
- Attend all meetings on time and prepared with necessary materials
- Assist other RHA members with tasks as needed
- Submit at least one OTM (Of The Month award nomination) per month within NACURH

Exec positions are determined each year based on the needs of the organization and changes may be made by the board to fit those needs. Specific duties related to each RHA Executive Board Position can be found in [this separate document](#).

Summer-Specific Responsibilities (100% during the summer period):

One member of the RHA Executive Board team is responsible for working with the advisor over the summer. This person will be selected by the advisor based on interest and availability of the board once hired.

- Coordinates all of the mailing processes for On-Campus Marketing (OCM) letters to incoming students/families to promote linen orders. Includes roster collecting, label printing, label attaching, and postal service drop-off.
- Coordinates all of the mailing processes for OCM letters to incoming students/families to promote care package orders. Includes roster collecting, label printing, label attaching, and postal service drop-off.
- Coordinates all of the mailing processes for University Student Services (USS) letters to incoming students/families to promote MicroFridge® orders to assist sister organization, the National Residence Hall Honorary (NRHH). Includes roster collecting, label printing, label attaching, and postal service drop-off.
 - ***The OCM/USS mailing process requires it to be handled by the student leader and not professional staff for state tax and funding reasons within Boise State***

- Coordinates with the advisor of RHA to build out the Fall training schedule for RHA team members along with other student leader training for the HRL department
- Coordinates with the advisor of RHA to begin connections across campus with other departments and student organizations
- Assists with promoting Housing and Residence Life initiatives during Orientation sessions, including Presentations, Resource Fairs/tabling, and any student interaction (ie, overnight student game nights using RHA equipment).
- Regular 1on1s will be scheduled with the RHA advisor.
- Other duties as assigned: the RHA Summer leader may be asked to assist with additional Housing projects as assigned in coordination with their supervisor
- ***Housing will be available for this individual during the summer period***

Availability

- RHA Leaders are required to have one-on-one meetings with their supervisor in order to communicate specific information regarding their assigned community, their hall councils, and their positions.
- Each week an average of 19 hours for work is expected, this is a typical breakdown:
 - Projects, admin, meetings: 5-10 hours per week
 - In-Office Hours: 5 hours per week
 - Executive Board (staff) - 2 hours per week
 - General Assembly - 1 hour per week
 - Hall Council - 1 hour per week
 - Advisor 1on1 - 1 hour per week
- RHA Leaders are required to remain available every Wednesday from 9:00 pm – 10:30 pm for mandatory staff meetings and all staff training. This includes not scheduling classes or commitments over this time.
- Event attendance
 - Typically 1 event per month. We expect that you are attending all RHA events. If other academic commitments overlap, communicate and ask for approval from the Advisor and RHA board.
- Training Periods for both Fall and Spring
 - Fall Training: August 4-15, 2024 through opening/move-in weekend
 - Spring Training: January 9-10, 2025 through opening/move-in weekend

Crisis Response and Conflict Management

- RHA Leaders **do not** serve in an emergency on-call/duty rotation. At the same time, the RHA position is a live-in staff position and a dedicated community member. They are responsible for the well-being of the students in their communities, as well as for reporting on the general atmosphere, the programs, and the physical facilities of the community by contacting appropriate professional staff members when concerns or problems arise.
- The RHA Leaders may be approached or become aware of crisis situations, resident concerns, roommate conflicts, and/or other situations that need staff response. As such:
 - RHA Leaders will be trained in CARE, brief crisis/mental health response, and conflict management in order to respond to these situations when faced with them and most importantly report up
 - RHA leaders are considered to be "Campus Security Authorities" (CSA), they will notify appropriate Housing and Residence Life staff regarding any resident concerns or conflict, or potential crimes that have occurred on campus.

Other Duties as Assigned

- RHA Leaders may be asked to assist with a variety of other tasks, duties and responsibilities that are not listed above/below. Such requested assistance may include administrative work and expectations assigned by a Professional Staff member, which support the overall operation of Housing and Residence Life's facilities and the success of the residents.

GENERAL EXPECTATIONS

Student Employment Policies and Procedures:

- RHA Leaders are responsible for reading and understanding: (1) Boise State University policies, including but not limited to those required as a part of the new employee Compliance Certification; (2) the Student Code of Conduct; (3) Housing and Residence Life Community Standards; (4) the RHA Constitution; and (5) any additional

assigned literature, and for seeking clarification when necessary. It is better to ask questions to gain a better understanding, than to guess an answer and potentially lead someone astray.

- RHA Leaders are required to successfully complete a background investigation prior to starting the position. All offers are contingent upon a successfully completed background investigation.
 - RHA Leaders are subject to all University policies, Housing and Residence Life Standards & Expectations, the Student Code of Conduct, and local, state and federal laws. Housing and Residence Life may check with any and all relevant departments, offices, and agencies at any time to ensure compliance with all applicable laws and policies.
 - Results of the background check will be reviewed, and may prompt a review of the candidate's appropriateness for the position, or cause the revocation of the RHA Leader position offer.

Conduct:

- RHA Leaders are responsible for understanding and abiding by, in practice, in rationale, and in spirit, the policies and procedures in the Student Code of Conduct, Housing and Residence Life Community Standards and the specific procedures for the RHA Leader's assigned community.
- RHA Leaders will not condone or promote policy violations or violations of the law, and the RHA Leader must report any violations thereof to an RD or appropriate campus authority.

Confidentiality/Communication:

- RHA Leaders sometimes come in contact with sensitive and confidential information in their position. This information may be protected by state and federal laws, including the Family Educational Rights and Privacy Act (FERPA). Information covered by FERPA and other laws may not be released unless specific conditions are first met.
 - RHA Leaders are required to sign and abide by a confidentiality statement. It is essential that RHA Leaders communicate all concerns only to a supervisor, and not to other staff or students.
 - An RHA Leader should not discuss personal or confidential student issues, concerns, or events with other students or staff unless specifically directed to do so by their supervisor.
 - It is important to maintain confidentiality in relation to all conduct or student issues that the RHA Leader may encounter during their employment, including those which may involve them directly. Communications or inquiries concerning personal or confidential information involving a student or a sensitive incident should always be referred to the RHA Leader's supervisor.
 - Any media inquiries should be forwarded to professional staff within the department or the main housing office.
- All RHAs Executive Board Members are Mandatory Reporters and must follow university policy for mandatory reporting.

Role-modeling, Ethics and Credibility:

- RHA Leaders are expected to be positive role models and ethical decision-makers at all times, both on and off-campus. An RHA Leader's behavior at all times should reflect positively on Boise State University and Housing & Residence Life.
 - It is essential that RHA Leaders do not engage in speech or behavior that compromises their credibility during work hours, nor the credibility of their peers, team, department, or the University. Further, RHA Leaders should be aware of and take steps to avoid any negative effect of their online/social media presence and non-work-related activities on and off campus that may have a detrimental effect on their credibility or that of their peers, team, department, or the University.
 - It is essential that RHA Leaders respect residents, peers, supervisors, and the position and treat each with care.
 - To avoid concerns related to conflict of interest and/or sexual harassment, RHA Leaders currently in, or considering starting any type of consensual amorous relationship with a resident or another staff member must immediately disclose this information to their supervisor at the earliest time during the RHA Leader's appointment prior to any conflicts of interest. Additionally, should the consensual amorous relationship be terminated, the RHA Leader must immediately notify their supervisor. Professional staff and reporting staff will take appropriate steps to address the potential concerns and find solutions. Failure to disclose this information may result in employment action, including revocation of position offer or termination.

- o If it is deemed that an RHA Leader is using their position to take advantage of residents or negatively influence others, or if it is determined an RHA Leader has a conflict of interest, personnel action may be taken.
- In regard to alcohol and drug use, RAs must abide by all university policies (including but not limited to those set forth in the Student Code of Conduct and Housing and Residence Life Community Standards), and state and federal law. Failure to abide by these policies and guidelines, or engagement in actions that damage an RHA Leader's ability to serve as credible role model to their community, staff, and Housing and Residence Life, and may lead to personnel action up to and including termination.
 - o RHA Leaders under the age of 21 may not possess or consume alcohol, at either on- or off-campus locations.
 - o RHA Leaders over the age of 21 are not permitted to consume alcohol in any Housing & Residence Life owned, leased, or operated facilities.
 - o RHA Leaders over the age of 21 may not consume or be under the influence of alcohol while on call, working the front desk, or performing any related job responsibilities.
- RHA Leaders will immediately report any violations of alcohol guidelines to an RD or other professional Housing and Residence Life staff members.

Housing Agreement:

- RHA Leaders are required to live in the community and unit to which they are assigned. Housing and Residence Life assigns staff based on the needs of the community and the determined staffing patterns. Each RHA Leader is required to complete a Residence Hall Agreement. Upon early termination of the RHA Leader's position (whether through resignation or termination), the RHA Leader will be responsible for the completion of the Housing Agreement terms and any necessary financial obligations of the Agreement, as well as being relocated.

Photo Release Agreement:

- By accepting an RHA position, entering your role and signing this agreement you hereby grant Boise State Housing and Residence Life permission to photograph and/or record for marketing and recruitment purposes including advertising and promotional purposes (including but not limited to print, digital, other medias, and Web use) now or hereafter known, in perpetuity throughout the world, without restriction as to alteration and without compensation.

Key Responsibility:

- The RHA Leader is responsible for the cost of any lock/key changes if any keys issued to them by Housing and Residence Life are lost.
- RHA Leaders have access to equipment room keys, storage room keys, and office areas and should utilize proper procedure, discretion, and good judgment in when and how to use these keys as appropriate. Failure to follow proper key procedures may be grounds for job action, up to and including termination.

Position Time Commitments

During the academic semesters, it is expected that RHA Executive Board Members complete 19 hours of work per week as part of the remuneration package. It is understood that the responsibilities and time commitment of the RHA position may vary week to week, due to the unique nature of the position, but result in an average of 19 hours of work/week throughout the course of the semester.

Additionally, RHA Executive Board Members must be available for the following mandatory times otherwise job action and/or termination may occur:

- Fall Training & Move-In: August 4 - 18, 2024
- Weekly Staff Meetings: Wednesdays from 9:00 PM - 10:30 PM
- Admissions Day Events (Bronco Day, Discover Boise State, etc.)
- Winter Closing: December 21, 2024
- Spring Training: January 8 - 12, 2025

- Spring Closing: May 9 - 16, 2025

**A member of the RHA board will be hired to stay in the residence halls for the summer to coordinate the OCM/USS mailing process and assist the advisor with other tasks to prepare for the academic year.*

**Note: additional required dates and responsibilities may be added and assigned by Residence Life professional staff as needs arise. Dates are subject to change based on changes to the academic calendar and supervisor discretion.*

Outside Time Commitments & Community Availability

Outside Time Commitments

An RHA Executive Board Member must maintain good time management skills and ensure that they are prioritizing their RHA Executive Board Member responsibilities, job performance, and success of their residential community before choosing to undertake any time commitments outside of the position. Outside time commitments could include, but are not limited to, courses, paid employment, volunteer opportunities, leadership positions, student organizations, internships, and practicum experiences. This requirement is in place because such additional commitments may interfere with an RHA Executive Board Member's ability to be a successful Housing and Residence Life staff member. If an RHA Executive Board Member's job performance is regularly being impacted by extra commitments outside of the position, job action and/or termination may occur.

Community Availability

Additionally, it is critical that RHA Executive Board Members are available throughout the course of the work day (weekdays between 9 AM - 5 PM) to assist with planning campus events, responding to RHA administrative needs that arise, provide office support, and to remain available for departmental and campus partners. As such, RHA Executive Board Members participating in courses, practicum, internships, organizations, athletics, employment, or other outside time commitments that result in an RHA Executive Board Member not being able to be present in the office for an average of 2 hours each work day (weekdays between 9 AM - 5 PM) will result in an RHA Executive Board Member's offer of employment being rescinded or termination from the role.

**Note: It is the responsibility of the RHA Executive Board Member to notify their direct supervisor of any potential outside time commitments that may fall into this category.*

ADDITIONAL UNIVERSITY EMPLOYMENT

Housing and Residence Life abides by all university policy (policy #7470) surrounding student employment expectations and regulations. As such, during the fall and spring semesters, student employees may not work on-campus for more than 29 hours per week (this means that if a student has multiple jobs on campus, their total hours for all positions combined may not exceed 29 hours).

- As such, since RHA members receive remuneration for 19 hours of work each week for their RHA responsibilities, RHA leaders are only permitted to work an additional 10 hours on-campus.
- When classes are not in session, a student may work up to 39 hours per week, with limits on how long they can do this for (as such RHA leader would be permitted to work up to 20 hours of additional on campus employment when school is not in session).
- International students may not work more than 20 hours per week in the fall and spring semesters.

REMUNERATION

- Remuneration accounts for 19 hours of work completed each week during an RHA Leader;s employment
 - RHA leaders receive the following as remuneration:
 - RHA leaders are provided one single room space for the duration of the RHA leader's employment, with the space to be assigned by Housing and Residence Life administration based upon community needs.
 - It is expected that an RHA Leader lives in their assigned space throughout the duration of employment.

- RHA Leaders receive a partial meal plan which can be used when dining facilities are open to students (primarily during the academic semester). This meal plan is used in order to build relationships with residents who live in the RHA Leaders community.
 - If an RHA leader would like to change the meal plan selected by the Housing and Residence Life department, the RHA leader is responsible for any costs incurred by the change in meal plan.

FINANCIAL AID RECIPIENTS: The room and board benefits received as an employee in the Housing Department may impact your overall financial aid eligibility. Benefits reduce your Cost of Attendance which limits the funding you are able to receive. If you are pursuing financial aid such as grants, loans, or scholarships, please contact the Financial Aid office at 208-426-1664 or financialaid@boisestate.edu for more information about possible adjustments to your awards.

TERMINATION OF EMPLOYMENT

- If an RHA Leader chooses to resign during the academic year, they shall deliver a letter of resignation to their supervisor, preferably at least two (2) weeks prior to resignation.
- This is an at-will position, and as such an RHA Leader may be terminated at any time for no reason at all, or for violation of Boise State University policies, including the Student Code of Conduct and Housing and Residence Life Community Standards, state or federal law, whether the offense took place on campus or off campus, regularly not meeting requirements of the position, and/or for failing to follow the direction of an RHA Leader's supervisor.
- Should an RHA Leader's employment be terminated (by the Department) prior to the expected end date of the position, the RHA Leader may be relocated at the RHA Leader's expense to another location outside of the residence area in which they lived and rent will be prorated.
- Upon termination of the RHA Leader's employment, all necessary paperwork must be completed.
 - It is the RHA Leader's responsibility to meet with the RHA Leader's direct supervisor to determine an appropriate housing reassignment, if any, to schedule an appointment to return RHA Leader supplies/materials, and to check out of the RHA Leader's existing room assignment.
 - RHA Leaders are financially responsible for any unreturned items and, if applicable, an improper check-out fee. Such charges will be posted to the RHA Leader's student account.
 - RHA Leaders that resign or are terminated are subject to penalties associated with the departmental purchase of a meal plan. Meal plans are non-transferable, and as such, resignation or termination may result in the RHA Leader being charged the remaining prorated amount of the meal plan following resignation or termination.
 - If an RHA Leader resigns or is terminated and the RHA Leader no longer will live on campus, the RHA Leader may be subject to normal housing penalties associated with breaking a housing agreement.

Your signature below reflects and confirms your understanding of, and acceptance of, the duties, responsibilities and expectations of all RHA Leaders at Boise State University as set forth in this document.

- I understand the RHA Leader position for which I will be employed begins on **August 4, 2024** and automatically terminates on **May 16, 2025**, or upon notice of termination, whichever is earlier.
- I understand that my employment is at-will and may be terminated at any time prior to the anticipated position end date.
- I accept the duties, responsibilities and expectations of the RHA Leader position and will perform them as outlined in this document.
- I agree to accept additional duties, not explicitly listed in this document, as directed in training, meetings, or by my advisor.
- I understand that as an RHA Leader, I may be moved or reassigned to another residence hall at the discretion of the Advisor/Supervisor or the Housing and Residence Life Department.

_____ I accept the offered RHA Leader position within Housing and Residence Life for the 2024-2025 Academic Year.

Printed Name: _____

Student ID#: _____

Signature: _____

Date: _____

Email: _____@u.boisestate.edu

Phone#: _____

RHA Executive Board Member Agreement