Executive Cabinet Job Descriptions

Georgia Tech Residence Hall Association | Last Updated: 08/10/2021 | FY21

About RHA

The hundreds of events in and around all 49 residence halls across campus every year, the voice of thousands of residents, and one of the leading student leadership organizations at Tech—that's us, and if you live on campus, you're a part of it! The Residence Hall Association (RHA) is the second largest student organization on campus, and we're made possible by the over 8,000 residents who live in Georgia Tech Housing. We help breathe life into Tech traditions and classic events—like Homecoming, Intramurals, and Week of Welcome—and provide funding for residents, RAs, Hall Directors, and other student organizations to help build community and make our halls into homes. In years past, we've been the voice behind the integration of the Menstrual Product Program into residence halls, the creation of a redesigned maintenance request portal, and the adoption of free laundry for our residents.

About the Executive Cabinet

Our Executive Cabinet directly supports the work of our Executive Board and Hall Council Officers. Each Executive Cabinet member works under one of our Executive Board members, and they perform auxiliary roles related to their respective Executive Board member. Executive Cabinet positions are fantastic leadership positions and opportunities to get more involved with RHA, Housing and Residence Life, and student government.

Open Executive Cabinet Job Positions

We have seven positions available:

- IT Coordinator
- Visual Media Managers (2)—ideally, one visual media manager will specialize in graphic design, and one will specialize in photography
- Resource Room Manager
- Auditor
- Resident Assistant Liaison
- Elections Chair

General Responsibilities of All Executive Cabinet Members

- Give a substantial report at least twice per month at Legislative Council, which is RHA's weekly organization-wide business meeting that takes place on Wednesdays starting at 7:30pm
- Perform any other tasks or duties assigned by the Executive Board or Executive Board Advisor
- Attend and proactively prepare for scheduled activities and meetings, arriving on-time
- Uphold and promote RHA's values in all organizational related activities, acting in good faith in representative interactions with all parties
- Enforce organizational policies and procedures where applicable
- Participate fully in at least two RHA sponsored events per semester

General Eligibility and Qualifications

To apply for the position, applicants must:

- Have completed at least two semesters of study at Georgia Tech
- Be in good academic and disciplinary standing
- Live or plan to live in a Georgia Tech Residence Hall for the full duration of the appointment

Work Provisions

Following Institute and departmental policies and trends, RHA is planning for a full return to in-person operations in the fall. While each position is flexible and has work that can be completed independently, virtually, and from home, aspects of every position will require in-person attendance and interaction.

IT Coordinator

About the Position

Alongside the organization's Director of Administration, RHA's Information Technology Coordinator (ITC or IT Coordinator) is responsible for overseeing the maintenance and upkeep of all RHA digital systems: the organization's website, Executive Board Office 365 accounts, Qualtrics forms, budget tracking spreadsheets, and online archive/storage solutions in addition to any new technologies that may be created. The IT Coordinator is also responsible for promptly addressing IT issues that come up over the course of the year. The IT Coordinator is expected to work closely alongside the Director of Administration, who oversees all organizational IT services, among other duties.

Responsibilities

- Help maintain electronic means of communication, including, but not limited to, the organization's email lists, website, and telephone
- Help coordinate maintenance of any computers and peripherals in use by the organization
- Assist the Director of Administration in maintaining the RHA Google Drive and associated tools within the organization
- Assist the Director of Administration in the development of new tools and IT infrastructure used by RHA
- Assist in the training and support of RHA officers in IT-related tasks
- Coordinate and communicate all office IT improvements and changes with the Director of Administration
- Document changes to IT infrastructure
- Communicate regularly with the Director of Administration and provide status updates on assigned tasks

Estimated Workload and Compensation

The IT Coordinator is expected to work between 5 - 8 hours per week, with an average weekly workload of 6 hours. Demand and workload may vary with changes in technology systems or the number of IT issues present at any given time; an increased workload is expected at the beginning of each semester, when initial IT infrastructure must be set up and positional and organizational training takes place.

The IT Coordinator will be compensated with $1,100 at the end of each academic semester, following a satisfactory evaluation. Payments are lump-sum in nature; payment does not occur biweekly or on a regular basis but rather once a semester, all at once. Payment is issued through the Bursar.

Visual Media Managers

About the Position

The Visual Media Managers (VMMs) assist RHA in promoting the organization and Hall Councils in promoting their events and meetings. In doing so, our VMMs help oversee RHA's social media, including Instagram and Facebook accounts, helping create content for regular posts and/or stories to facilitate resident communication and awareness. We are looking for two VMMs—one who can specialize in graphic design, and one who can specialize in photography.

Responsibilities

- Assist the Executive President in protecting and promoting the image of the organization
- Help maintain the advertising records and social media accounts of the organization
- Help take photographs and videos of RHA happenings, events, and meetings
- Help create graphic elements for use on the organization's website, in flyers, and more
- Assist in the training and support of RHA officers in the use of social media and creation of ads
- Assist the Director of Communication in social media and outreach efforts, where applicable
- Review submitted advertisements and social media posts with the Director of Communication to ensure quality, appropriateness, and accuracy
- Communicate regularly with the Director of Communication, providing updates on advertising and outreach efforts

Estimated Workload and Compensation

Each VMM is expected to work between 2 - 5 hours per week, with an average weekly workload of 3 hours. Demand and workload may vary with event schedules; an increased workload is expected at the beginning of each semester, when positional and organizational training takes place.

Each VMM will be compensated with $900 at the end of each academic semester, following a satisfactory evaluation. Payments are lump-sum in nature; payment does not occur biweekly or on a regular basis but rather once a semester, all at once. Payment is issued through the Bursar.

Resource Room Manager

About the Position

RHA's Resource Room Manager (RRM) oversees the organization's Resource Room, which stores over 1000 items—including food storage and prep machines, gaming consoles and VR headsets, board games, canopy tents, and more—for use by Hall Councils, Residents, Resident Advisors, Hall Directors, and Student Organizations for large- and small-scale programming. The RRM is the primary person responsible for the management, maintenance, and upkeep of the Resource Room, along with the processing and fulfillment of item requests.

Responsibilities

- Coordinate the timely use of the Resource Room by RHA and other groups by facilitating pick-ups, returns, and deliveries of requested items, with the use of the organizational GEM Cart and assistance from the Director of Programming
- Maintain an up-to-date inventory of the Resource Room that is available to requesters
- Maintain the state and cleanliness of the Resource Room and its items
- Assist in the training and support of RHA officers in the use of the Resource Room
- Communicate issues and other updates regularly to the Director of Programming and provide reports on assigned tasks

Estimated Workload and Compensation

The Resource Resource Manager is expected to work between 5 - 8 hours per week, with an average weekly workload of 6 hours. Demand and workload may vary with the volume of item requests and other fluctuating organizational changes and needs; an increased workload is expected at the beginning of each semester, when positional and organizational training takes place.

The Resource Room Manager will be compensated with $1,100 at the end of each academic semester, following a satisfactory evaluation. Payments are lump-sum in nature; payment does not occur biweekly or on a regular basis but rather once a semester, all at once. Payment is issued through the Bursar.

Additional Requirements

- Must possess a valid US Driver's License
- Be able to lift and move up to 50 pounds

Auditor

About the Position

RHA's Auditor is in charge of processing all financial paperwork submitted by the organization's 17 Hall Council Finance Coordinators and ensuring organizational financial compliance and integrity. In reviewing the over 1,000 Expenditure Authorization Forms (EAF) submitted to RHA annually, our Auditor plays an essential role in providing reimbursements to students who purchase items for their communities.

Responsibilities

- Process all receipts, expenditure authorization forms, and other financial documents for assigned Hall Councils, ensuring that all transactions meet organizational, departmental, and institutional financial policies
- Complete a full audit of all Hall Council financial records at least once a semester
- Notify the Director of Finance and appropriate Hall Councils of all policy violations and incorrectly submitted paperwork
- Communicate issues and common mistakes in paperwork to Legislative Council and Hall Council Finance Coordinators
- Attend a minimum of two Legislative Council Bill Review meetings—which take place on Tuesdays from 11am - 12pm—per month

Estimated Workload and Compensation

An Auditor is expected to work between 5 - 8 hours per week, with an average weekly workload of 6 hours. Demand and workload may vary depending on the influx of paperwork; an increased workload is expected at the beginning of each semester, when positional and organizational training takes place, and at the end of each semester, when all outstanding paperwork is turned in and processed.

The Auditor will be compensated with $1,100 at the end of each academic semester, following a satisfactory evaluation. Payments are lump-sum in nature; payment does not occur biweekly or on a regular basis but rather once a semester, all at once. Payment is issued through the Bursar.

Resident Assistant Liaison

About the Position

The purpose of the Resident Assistant Liaison is to act as a bridge between Resident Assistants (RAs) and RHA. They help communicate with Res Life Reps (RLR), both by providing them information about recent RHA events and by providing RHA with insight into RLR and overall RA happenings. The RAL is the representative voice of RAs on campus in Legislative Council and other campus meetings.

Responsibilities

- Ensure RAs and Hall Directors are aware of best practices and all policies related to RHA governance, operations, and bill submission
- Serve as an ex-officio member of RLR, attending all meetings between RLR and the Director of Residence Life
- Help coordinate RA Appreciation efforts with RLR and Professional Staff
- Ensure the Executive Board is well-informed on important matters pertaining to RAs, communicating regularly with the Director of Communication about the RA-RHA relationship
- Advocate on behalf of RAs and work with appropriate campus partners to improve the RA position

Estimated Workload and Compensation

The Resident Assistant Liaison is expected to work between 1 - 4 hours per week, with an average weekly workload of 2 hours. Demand and workload may vary with Housing initiatives that impact Resident Assistants. The RAL position is a voluntary leadership experience; due to the compensation package that RAs already receive through HRL, we are unable to grant the RAL further compensation for their work.

Elections Chair

About the Position

The Elections Chair oversees RHA's annual Executive Board Elections, ensuring that the elections take place with integrity and fairness. In the Fall, the Elections Chair prepares for the elections season by revising the [Executive Board elections code,](#) and in the Spring, the Elections Chair facilitates the entire elections process, from start to finish.

Responsibilities

- Oversee the entire Executive Board Elections process, with the advice of the Executive President and RHA Advisor
- Revise, update, and edit the Executive Board Elections Code at least once per year, as needed
- Prepare informational materials for prospective Executive Board candidates
- Create the application for Executive Board Elections, and facilitate day-of elections procedures

Estimated Workload and Compensation

The Elections Chair is expected to work between 1 - 3 hours per week, with an average weekly workload of 2 hours. Demand and workload may vary depending on the number of candidates running for elections and the amount of elections code changes that need to be made; an increased workload is expected at the beginning of each semester due to positional and organizational training. The Elections Chair is a voluntary leadership position, with no compensation.