



***EXECUTIVE
ASSISTANT !!!***

WHAT DRAWS PEOPLE TO THIS POSITION ?

- × Wanting more leadership
- × Looking for a way to give back to RHA
- × Having philanthropy projects
- × Being a good typer
- × Having Ideas for the newsletter
- × Having incentive programs

TYPICAL OFFICE HOURS

- × Editing Minutes
- × Emails
- × Getting LIT reports(When not turned in)
- × Keeping an eye in office supplies
- × Communicating with the 3rd advisor
- × Working on incentive programs/ philanthropy projects

WHAT CAN YOU GET FROM THIS POSITION

- × Improved typing speed and accuracy (taking Minutes every week is great practice)
- × Improved time management
- × Incentive programs/ Philanthropy projects look good for resumes
- × Leadership

STANDING RULES (CONSTITUTIONAL POSITION REQUIREMENTS)



THANKS!



Any questions?