Dear Prospective Candidate:

On behalf of the Student housing & Residential Life RA/CA Recruitment and Selection Committee, I would like to thank you for your interest in applying for this leadership position. Student Housing & Residential Life believes in selecting highly skilled and motivated individuals to be part of our dynamic staff as we strive toward our Mission, stated above. In addition to helping us support residents in being successful at the University of Houston, the RA/CA position will provide you many opportunities to build relationships with your residents, collaborate with a team of your peers, and learn about yourself!

Student Housing & Residential Life is looking for applicants who are serious about the Resident Assistant (RA) and Bayou Oaks Townhouse Community Assistant (CA) position and can define and articulate their motivation, expectations, and desire for learning. This leadership opportunity is crucial to the success of students on campus; it also requires a high degree of responsibility and commitment. Please make sure you read, understand, and agree to the details of the position you are applying for – the position descriptions can be found at www.uh.edu/housing/current-residents.

As you begin to review and complete this application, please read the enclosed information carefully and thoroughly. **Completed applications will be typed, have all sections completed, and turned in to the Housing Services office (Moody Towers, Garden Level), ANY Residence Life Coordinator, or the Center for Fraternity and Sorority Life by Friday, January 25th at 12:00pm.**

We encourage you to turn in your completed application as early as possible.

If you have any questions along the way, please contact me. Happy applying and GOOD LUCK!

Sincerely,

Alex Ries
Residence Life Coordinator – Moody Towers
RA/CA Selection & Recruitment Chair
Office: 713-743-6055
E-mail: aries@central.uh.edu
Make sure you’re not forgetting anything!

☐ Reviewed the Resident Assistant and/or Bayou Oaks Townhouse Community Assistant position description (please note there are different position descriptions for the following: Bayou Oaks Townhouse CA, Bayou Oaks Residence Hall/Calhoun Lofts Apartment RA, and Cougar Place, Cougar Village 1 & 2, Moody Towers, and Quadrangle RA).

☐ To be eligible for an RA/CA position, you must have and maintain a semester and cumulative GPA of 2.5 or higher and successfully pass a minimum of 12 undergraduate units or 6 graduate units in your last academic semester.

☐ Completely filled out the full application.

☐ Completed all 5 Supplemental Questions (Answers must be typed).

☐ Checked with your Financial Aid Advisor if you receive Financial Aid (currently or anticipated). We strongly recommend this, so that you have an understanding how compensation for this position could impact your financial aid.

☐ Review the “Commitments beyond the Position” section of the position description, as it describes expectations and limitations related to on and off-campus employment, as well as for-credit opportunities for the next academic year.

☐ RECOMMENDED, but Optional
  - Current resume, printed and attached to your application. Turning in a resume with your application is optional. A resume will allow the search committee a better understanding of you as a candidate, but there is no disadvantage in the process for not turning one in.
  - Attended an Information Session in January. While not required, attending these sessions will give you much better insight into the roles and responsibilities of the RA/CA position.

IMPORTANT DATES & INFORMATION

RA/CA Applicants

- **Attend an Optional Information Session**
  - Information sessions will occur in January in each of the Residence Hall areas. E-mails will be sent and fliers posted in early January with specific dates and times. If you have questions about the job description or the application process prior to the Info Sessions, please contact Alex Ries at 713-743-6055 or aries@central.uh.edu.

- **Applications Due** - Friday, January 25, 2013 by 12:00pm to the Housing Services office (Moody Towers, Garden Level), any Residence Life Coordinator, or the Center for Fraternity and Sorority Life office.

- **Individual Interviews** – Friday, February 1, 2013 – Friday, February 15, 2013
  - You will be contacted by a Residential Life or CFSL (for CA candidates only) staff member at to set up your 30 minute interview time.

- **Group Interview Process** – Saturday, February 23rd
  - Candidates who are successful in moving on to this phase of the interview process will receive email with their Group interview time for Saturday, February 23rd. This is the only day Group interviews will be offered. You will be placed in one of these slots: 9am-11am; 12pm-2pm; 3pm-5pm; 6-8pm.

- **Decisions Letters Sent** – Friday, March 8th, 2013

- **Accept or Decline Date**: If offered an RA/CA position, you must accept or decline by Monday, March 18, 2013.

- For more information about these dates or to request special accommodations, please contact Alex Ries at 713-743-6055 or aries@central.uh.edu.

Hired RA/CA Staff Members (Mandatory Commitments)

- **2013-14 RA/CA Staff Social/Orientation** – Friday, April 5th, 2013 3pm-5pm

- **Fall Training** for most RAs starts on Monday, August 5, 2013 and lasts until school starts.
  - Fall Training for Calhoun Lofts/Bayou Oaks RAs and Bayou Oaks Townhouse CAs starts Monday, July 22, 2013

- **Winter Break 2012** – RAs in Cougar Place, Cougar Village 1 & 2, Moody Towers, and the Quadrangle are able to leave on Sunday, December 22, 2013 at Noon (Calhoun Lofts/Bayou Oaks RAs and Bayou Oaks Townhouse CAs serve on an on-call duty rotation over the break)

- **Spring Training** – Training is typically the 1st week prior to school staring in January.
**Contact Information**

<table>
<thead>
<tr>
<th>Name (Last, First):</th>
<th>PSID:</th>
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<tbody>
<tr>
<td>Date of Birth:</td>
<td>Gender:</td>
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<tr>
<td>Local Address (Bldg/Room):</td>
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<td>Permanent Address:</td>
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<td>City, State, Zip Code:</td>
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<tr>
<td>Contact Phone:</td>
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<td>E-Mail Address:</td>
<td></td>
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<td>T-Shirt Size:</td>
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**Greek Chapter Affiliation** (if applying for Bayou Oaks Townhouse CA position):

Are you currently authorized to work in the United States? ☐Yes ☐No

If no, please explain current visa status.

Have you ever been convicted of a felony? ☐Yes ☐No

If yes, please explain.

Please note that a background check is required prior to the start of employment.

**Academic Information**

<table>
<thead>
<tr>
<th>Major:</th>
<th>Class Level:</th>
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<tr>
<th>GPA:</th>
<th># of Units Passed Last Semester:</th>
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<tr>
<td>Last Semester</td>
<td>Cumulative (UH and other universities/colleges)</td>
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</tbody>
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**Housing Information**

Have you lived on campus while attending UH? ☐Yes ☐No

If yes, where have you lived and for how long?

If no, have you lived on campus at another college or university? If so, where and for how long?

(To be eligible for an RA position, you must have lived on-campus for at least one academic semester)

Have you ever been found responsible for violating a UH or Student Housing & Residential Life Policy? ☐Yes ☐No

If yes, please explain the case(s) in which you were involved and the outcome(s).
Financial Aid Information

Do you (or will you) receive financial aid?
☐ Yes  ☐ No

If you marked ‘Yes,’ prior to submitting this application, we recommend you meet with your Financial Aid Counselor to determine how this position may impact your financial aid eligibility.

Note: The amount of Financial Aid awarded to you is based on the availability of funds. If you are a Financial Aid recipient, your aid will be adjusted according to the compensation received. In the event that you decide to resign from this position, your original eligibility of funds may not be reconsidered.

Living Preferences

Please rank your preference from 1 (first choice) to 9 (last choice). Final placement is determined using a variety of factors, including: fit with a specific area, floor and staff; vacancies at the time of hire; balance of experience and skill levels among all areas; and, personal preferences.

_______ Bayou Oaks Greek Townhouses – Fraternities and Sororities Living by Chapter
_______ Bayou Oaks Residence Halls – First & Second Year Students, Juniors & Seniors
_______ Calhoun Lofts – Upper Division, Professional, and Graduate Students
_______ Cougar Village 1 & 2 – First Year Students
_______ Cougar Place – Second Year Students, Juniors, and Seniors
_______ Moody Towers – First & Second Year Students, Juniors & Seniors
_______ Quadrangle (Bates, Law, Settegast, Taub) – Second Year Students, Juniors, and Seniors

Living-Learning and Theme Housing

In many of our housing communities, students will have the opportunity to sign up for Living-Learning or Theme Community Living within many of our residential communities. We define these communities in the following way:

- Theme Community - thematic or identity-based community of residents where individuals have similar backgrounds and/or interests (these communities are open to students from all majors)
- Living-Learning Community - community of individuals who participate in a curricular/academic component that is connected to the living environment (often, students who live together will take the same or similar classes).

If you are interested in working within one of these communities, please rank order your preferences below (“1” indicates your top choice; please only rank order communities you feel would be a good fit):

<table>
<thead>
<tr>
<th>Living-Learning Communities</th>
<th>Theme Communities</th>
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<tbody>
<tr>
<td>Women in Science &amp; Engineering</td>
<td>Honors (Terry, Tier 1, Bonnor’s, National Merit)</td>
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<tr>
<td>Engineering (co-ed)</td>
<td>Hotel Restaurant Management</td>
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<tr>
<td>Engineering (male)</td>
<td>Leadership</td>
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<tr>
<td>Business (co-ed)</td>
<td>Medicine and Society</td>
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<tr>
<td>Women in Business</td>
<td>Theater Natural Science &amp; Math (Pre-Health Professions)</td>
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<tr>
<td>Global Perspectives &amp; Experiences (International Students, Study Abroad, etc.)</td>
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<tr>
<td>Second-Year Experience</td>
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<tr>
<td>Sustainability</td>
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<td>Students in Recovery</td>
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<tr>
<td>Wellness</td>
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<tr>
<td>Fraternity/Sorority (Bayou Oaks)</td>
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**Supplemental Questions**

*Please type your responses on a separate page. All of your answers combined should not exceed 2 full pages.*

1. Summarize any experiences (leadership, clubs/orgs, volunteer, hobbies, etc.) you feel are applicable to the RA/CA position.
2. What have you learned about yourself since your arrival at UH? How will the RA/CA position assist your continuing to learn? What would you want/expect your residents to say about you at the end of the year?
3. What does “building a sense of community” mean to you? How have you impacted your residence hall community and how will you as an RA/CA?
4. What do you feel are some of the issues students face when living on campus? How would you address these issues as an RA/CA?
5. How would you connect to residents who you have nothing in common with or who do not want to be engaged in the community?

**Application Final Check List**

Please complete the following check list before turning in your application:

1. Completed application (pages 1 and 2)
2. Completed Supplemental Questions
3. Completed Living-Learning and Theme Housing preferences
4. To be eligible for an RA/CA position, you must have and maintain a semester and cumulative GPA of 2.5 or higher and successfully pass a minimum of 12 undergraduate units or 6 graduate units (or two courses in a licensure program) in your last academic semester.
5. A current resume
6. If receiving Financial Aid (currently or anticipated), we recommend that you meet with your Financial Aid Counselor.

**Agreement and Signature**

*By submitting this application, I affirm that the facts set forth in it are true and complete to the best of my knowledge and belief. I understand that false statements, omissions, or other misrepresentations made by me on this application may be considered cause for immediate termination.*

_________________________  __________________________  ____________
Signature                        Name (printed)                  Date

*For more information or to request special accommodations, please contact Alex Ries at 713-743-6055*