



Resident Advisor Position Description

As valuable members of the Student Housing and Residential Life (SHRL) team, the Resident Advisor (RA) is responsible for serving as a positive role model and resource to students who live in Bayou Oaks, Cougar Village I, Cougar Village II, Cougar Place, Moody Towers, The Quad, and University Lofts. Under the supervision of a Residential Life Coordinator (RLC), RAs work within these communities to support student success measures by cultivating belonging and engagement, providing academic support, and facilitating wellbeing.

Position Requirements

- Current undergraduate or graduate student at time of application. Undergraduates must stay enrolled in a minimum of 12 credits and a maximum of 18 credits. Graduates must stay enrolled in a minimum of 6 credits and a maximum of 12 credits.
- Have and sustain a 2.75 minimum semester and cumulative GPA.
- Be in and sustain good standing with SHRL and the University of Houston (UH) academically, financially, and in conduct.
- Lived on campus for one semester (or other approved similar experience).

Overview of Position Responsibilities

- **Belonging and Engagement**
 - KCE: Knowing, Connecting, and Empowering
 - **Knowing:** RAs will form individual and in-depth personal relationships with the residents of their community.
 - **Connecting:** RAs will provide different group interactions to the residents of their community so that they can create “knowing” relationships with their peers.
 - **Empowering:** Create an atmosphere to educate and encourage residents to “know” and “connect” to their community and resources throughout UH and Houston Community.
- **KCE Responsibilities and Expectations**
 - KCE Weekly Cougar Connections
 - The KCE Weekly is a tool used to track your ongoing KCE efforts with residents. The KCE Weekly captures meaningful Cougar Conversations and interactions with residents. A minimum 5 Cougar Connections are due every week.



- Weekly KCE Experiences
 - RAs will host weekly KCE Experiences at a consistent day and time each week for a minimum of 2 hours. These experiences are designed to help RAs learn the habits and needs of their residents while building community.
- On-call Round Report
 - RAs On-Call will provide a duty log.
- Bulletin Board
 - RAs will create interactive bulletin boards.
- Door Decs
 - RAs will create door decorations for each resident.
- Other
 - Contribute to the overall success of the residential community through flexible support of departmental initiatives and emerging needs
- **Academic Support**
 - Role Modeling— RAs are leaders both outside and inside of the classroom.
 - Resident Resource—RAs connect residents to campus resources designed to enhance academic success.
 - Academic Interventions—RAs meet with residents experiencing academic difficulty to provide more individualized strategies and referrals.
- **Wellbeing**
 - Referral Agents—RAs remain attentive to the wellbeing of residents and serve as referral agents to campus services.
 - Conflict Mediation— RAs resolve conflicts that may occur between roommates and among residents and escalate as necessary.
 - Facilities— RAs report and follow up on facilities concerns in partnership with other hall staff.
 - Safety and Community Standards— RAs monitor resident safety and hall security, knowing how to document any concerns and enforce housing and University policies.
 - Emergency Response—RAs provide the initial response to emergencies and crisis within their hall. Each RA helps to maintain the safety and general well-being of residents.



Time Commitments

- On-Call—Each RA will serve in active “on-call” rotation. This includes, but is not limited to, responding to calls, documenting incidents and alleged violations of policy, following protocols for emergency scenarios, and taking on a leadership role for emergency and crisis response. On-call coverage includes holidays (including winter break) and weekends.
- Opening and Closing—RAs assist in getting the halls ready to open and closing them down for breaks and at the end of the school year. As such, RAs return to campus before the official opening of both the fall and spring semesters and remain after the official closing of both fall and spring semesters.
- Student Staff Training—In the fall, RAs arrive two weeks before resident move-in. Training is scheduled Monday through Friday from 8 a.m. to 6 p.m. and includes evening responsibilities for prepping the hall. In the spring, RAs arrive a week before classes begin for training.
- Regular meetings—Meetings include weekly staff meetings on Wednesdays from 5:15 p.m. to 6:45 p.m., in-service meetings on the first Wednesday of every month from 5:15 p.m. to 6:45 p.m., and regular one-on-one meetings with the RLC.

Compensation

- Room: One room space is assigned by SHRL for the duration of employment.
- Gold Meal Plan: plan includes unlimited entries, Cougar Cash, and meal exchanges.
- Monthly Stipend: \$250 per month.

*Consult with the Office of Scholarships and Financial Aid regarding the impact this position may have on your award package.