



COSMOS UC Davis

California State Summer School for Mathematics and Science

UC Davis COSMOS Residential Advisor Job Description

Title:	Residential Advisor
Dates of Employment:	July 8 – August 4, 2012 (move into res. halls July 3 rd)
Working Hours:	Variable (includes evenings & weekends)
Pay Rate:	\$2,500 (plus room & board)

Program Description

The UC Davis California State Summer School for Mathematics & Science (COSMOS) program is a month-long residential program for 200 high achieving and motivated high school students. Students participate in one of nine topic specific cluster areas taught by UC Davis faculty. Academic and recreational outings are an integral part of the students' COSMOS experience.

Position Summary

Under the direct supervision of the Senior Resident Advisors and general supervision of the Resident Dean, RAs are responsible for, but not limited to: supervision of high school students, programming daily activities, general advising, policy enforcement, conflict mediation, overall safety and security, and assist with crisis management and emergency response. Advisors accompany students to class daily and attend both academic and residential outings. RAs live in the residence hall with the students for the duration of the program.

Duties/Responsibilities:

- Provide guidance and supervision to students ranging from ages 13-18
- Provide personal support to students
- Attend and participate in classes and outings with students
- Serve as a role-model for appropriate conduct on a college campus
- Attend weekly residential staff meetings
- Facilitate daily morning and evening updates with students
- Prepare and submit paperwork such as incident reports, student contact forms, weekly reports, etc.
- Ensure safety and welfare of students by enforcing rules and addressing conduct issues
- Respond to emergencies as required
- Plan and lead evening and weekend recreational activities such as talent shows, karaoke, sports, etc.
- Additional duties as assigned

Position Qualifications:

- Sophomore-Senior at UCD (at time of application)
- Be a registered student through Spring quarter 2012
- Must be in good academic and student standing
- Possess a valid CPR and First Aid certification or an ability to be certified before the start of the program
- Demonstrated experience managing youth groups living in a residential setting (experience as an RA in the dorms preferred)
- Ability to assess needs and concerns of high school students
- Experience working in a multicultural environment
- Demonstrated flexibility to meet changing needs of the program
- Commitment to live in the UC Davis campus residential halls
- Demonstrated math and/or science experience; Related majors preferred
- If you possess a valid driver's license you must participate in the DMV pull notice **required**
- Clear a criminal background check – **required**
- Attend training Sunday's, April 14 & May 19 - **required**
- Ability to lift up to 30 pounds
- **No vacation days during the employment period**



COSMOS UC Davis
California State Summer School for Mathematics and Science

COSMOS SUMMER 2012
APPLICATION FOR RESIDENT ADVISOR

Submit the following no later than **4:00 p.m. March 2nd, 2012** to:

COSMOS
1204 Mathematical Sciences Building
UC Davis

The items listed below must be submitted. Incomplete applications will not be considered.

- Cover Letter
- Completed Application Form
- Resumé
- One Recommendation Form (Completed by a current or previous supervisor/ professor)
- A copy of your current class schedule
- Copy of valid CPR and First Aid, *if currently certified*

COSMOS 2012 RESIDENTIAL ADVISOR APPLICATION

Name:

Phone:

Local Address:

street

city

state

zip

Email:

UCD ID Number:

Permanent Address:

street

city

state

zip

Date of Birth:

/ /

Driver's License (State & #):

Are you currently certified in CPR?

YES

NO

First Aid?

YES

NO

If yes, please include a copy of your certification(s).

Have you worked for COSMOS in the past?

YES

NO

If yes, what year and in what capacity?

Are you a COSMOS alumni?

YES

NO

Year in School (at time of application):

Major/Minor:

Number of units to be completed by June 2012:

Are you currently in good student standing?

YES

NO

If no, please explain:

Please list all college level math/science courses you will have completed by June 2012:

Employment History – *attach additional pages documenting employment history, if applicable.*

Employer: Address: CITY / STATE
Supervisor & Title: Phone: ()
Your Job Title: Dates Employed: Mo/Yr to Mo/Yr
Reason for leaving:
Briefly Describe Your Job Responsibilities:

Employer: Address: CITY / STATE
Supervisor & Title: Phone: ()
Your Job Title: Dates Employed: Mo/Yr to Mo/Yr
Reason for leaving:
Briefly Describe Your Job Responsibilities:

By checking this box, I authorize COSMOS to contact previous supervisors to verify employment and job responsibilities.

1. Please list up to **THREE** occupational and/or extracurricular activities that you have participated in which demonstrate **leadership**.

2. Please comment on **specific** leadership traits you developed with respect to the activities you noted above.

3. Please share and describe your experience working with youth programs or groups living in a residential setting.

4. Identify areas in which you have experience and skill (check all that apply and comment on those you've checked):

Photography

Art

Teambuilding

Computer technology

Musical instruments

Sports or athletic activities

Teaching

Event planning

Other

Comments:

5. Please list other experience and skill you possess that may benefit COSMOS:

6. How did you hear about this position?

SUMMER 2012
COSMOS RESIDENT ADVISOR

PREVIOUS EMPLOYER/PROFESSOR RECOMMENDATION

The student who requests your recommendation is applying for a position with the California State Summer School for Mathematics & Science (COSMOS) at UC Davis. This position will act as a Resident Advisor, overseeing groups of high school students living at UC Davis during a 4-week summer academic program. Selection will be based on demonstrated leadership skills, experience, responsibility, creativity, and enthusiasm for working with high school students.

Please return this form to the student or directly to COSMOS - UCD, 1 Shields Avenue, 1204 Mathematical Sciences Bldg, Davis, CA 95616 no later than March 2nd, 2012.

Candidate's name: _____

Length of time you have known the candidate: _____ years _____ months

In what capacity have you known the candidate?

Please describe the candidate's typical work and/or academic performance and preparation:

How would you characterize the candidate's leadership skills and responsibility to others?

What evidence have you seen in your interactions with the candidate that would contribute to a community of young scholars in math and science?

Personal Qualities – *please check the box that best describes the applicant's personal qualities.*

	Outstanding	Good	Average	Below Average	No Basis for Judgment
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acceptance of Challenge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multicultural Competencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Previous Employer/Professor Information

Name (Last, First) _____

Title _____

Phone Number _____ Email _____

Signature

Date