

PLEASE POST AND DISTRIBUTE



COSMOS UC Davis
California State Summer School for Mathematics and Science

JOB OPPORTUNITY

Resident Administrator, (Student Affairs Officer I)

California State Summer School for Mathematics and Science (COSMOS), UC Davis campus
\$3,009/mo. (Contract position; 50% variable Feb; 90% variable March - May, and 100% June – August 4, 2012)

Open Until Filled, but for full consideration apply by February 24, 2012

Requisition # 03006945

Responsibilities:

Under general supervision of the faculty director and program manager this position has full responsibility for development, design, promotion and implementation of the UC Davis COSMOS month-long summer residential program. Incumbent will supervise up to 27 undergraduate residential staff and be responsible for the overall safety and security of 235 high school students. This position must be on call 24/7 when the program is in session to respond to residential emergencies. Incumbent must live in the residence hall for the duration of the program and clear a background check. Fifty percent of the position is program administration and coordination and 50% is residential program management.

Conditions of Employment:

- This is a critical position and subject to a background check.
- Work variable schedule February-June (50% variable Feb; 90% variable March - May, and 100% June – August 4, 2012)
- Work flexible schedule during the program to provide oversight and supervision during program operation including weekends, nights and on-call 24 hours/day.
- Must live in the residence hall during the duration of the program.
- Must possess certification in CPR and first aid by program start date.
- Possess a valid driver's license and submit to a DMV Pull Notice.

For a complete job description and to apply, go online to:

<https://www.employment.ucdavis.edu>

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For inquiries, please contact: Sarah Driver at 530-754-7326 or sbdriver@ucdavis.edu

www.cosmos.ucdavis.edu