



# COSMOS UC Davis

California State Summer School for Mathematics and Science

## UC Davis COSMOS Senior Residential Advisor Job Description

<b>Title:</b>	Senior Residential Advisor
<b>Employment Dates:</b>	June 25 – August 10, 2012
<b>Program Dates:</b>	July 8 – August 4, 2012 (move into res. halls July 3 <sup>rd</sup> )
<b>Working Hours:</b>	Variable (includes evenings & weekends during the program)
<b>Pay Rate:</b>	\$3,500 (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 Resident Dean and general supervision of the Program Manager, SRAs are required, but not limited to: train, supervise and evaluate 20 student Residential Advisors hired to advise and assist talented high school students. SRAs must understand and facilitate the daily operations and schedule of the residential and academic program.

### Duties/Responsibilities:

- Assist with recruitment, hiring and training process of resident advisors
- Ensure participant and staff safety, and respond to crisis and emergency situations
- Carry a cell phone at all times
- Assist with Opening and Closing Day programs
- Address and mediate conflict between residential staff
- Train, supervise, and evaluate RAs
- Attend and coordinate all weekend outings
- Prepare and communicate staff schedules and other various paperwork items
- Maintain confidentiality
- Facilitate morning updates and hold weekly staff meetings
- Coordinate church shuttles, music rooms, and bike registration
- Communicate with the Program Manager, Resident Dean, RAs, students and parents
- Review and approve RAs daily activities
- Set-up and take-down on-site office
- Work closely with Program Manager, Resident Dean and Conference Housing to establish needs for smooth program operations, and respond to the changing needs of the program
- Enforce program rules and work with RAs to address conduct issues
- Purchase program supplies as needed
- Additional duties as assigned

### Position Qualifications:

- Junior or Senior at UCD (at time of application) with at least one year experience with COSMOS, preferred
- Be a registered student through Spring quarter 2012

- Must be in good academic and student standing
- Possess a valid CPR and first aid certification through program session or an ability to be certified before the start of the program
- Demonstrated experience managing peers
- Demonstrated skill communicating effectively with faculty, staff, students and parents
- Ability to assess needs and concerns of high school students
- Ability to work in a multicultural environment
- Willing to be flexible to meet changing needs of program
- Commitment to live in the UC Davis campus residential halls – ***required***
- Demonstrated math and/or science experience; related majors preferred
- Possess a valid driver's license – DMV pull notice – ***required***
- Submit to and clear a criminal background check – ***required***
- Must be available April 14 & May 19 to conduct staff training – ***required***
- Ability to move 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 SENIOR RESIDENT ADVISOR**

Submit the following no later than **4:00 p.m. March 2<sup>nd</sup>, 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
- Two Recommendation Forms (Completed by a current or previous supervisor/ professor)
- A copy of your current class schedule
- Copy of current CPR and First Aid certification, *if currently certified*

# COSMOS 2012 SENIOR RESIDENT 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:

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 **FIVE** occupational and/or extracurricular activities that you have participated in which demonstrate **leadership**.



**SUMMER 2012**  
**COSMOS SENIOR 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 Senior Resident Advisor and will supervise Resident Advisors, and oversee the daily operations and safety of 200 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 3<sup>rd</sup>, 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