UC Davis COSMOS
Senior Residential Advisor Job Description

Title: Senior Residential Advisor
Employment Dates: June 23 – August 2, 2014
Program Dates: July 6 – August 2, 2014 (move into res. halls July 1\textsuperscript{st})
Working Hours: Variable (includes evenings & weekends during the program)
Pay Rate: $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, training and evaluation of resident advisors
- Ensure participant and staff safety, and respond to crisis and emergency situations
- Provide 24hr periods of “on-call” responsibilities
- Carry a cell phone at all times
- Assist with Opening and Closing Day programs
- Address and mediate conflict between residential staff
- Attend and coordinate all weekend outings
- Supervise RA’s as they coordinate and participate in various evening social activities
- Prepare and communicate staff schedules and other various paperwork items
- Maintain student and staff confidentiality
- Facilitate morning updates and hold weekly staff meetings
- Coordinate church shuttles, music rooms, and bike registration
- Communicate regularly with the Program Manager, Resident Dean, RAs, students and parents
- Set-up and take-down on-site office; maintain office cleanliness and order for duration of program
- 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 2014
• 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 in 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
• Commitment to live in the UC Davis campus residential halls – required
• Possess a valid driver’s license – DMV pull notice – required
• Submit to and clear a criminal background check – required
• Must be available April 12 & May 10 to conduct staff training – required
• Ability to move up to 30 pounds
• No vacation days during the employment period