UC Davis COSMOS
Resident Advisor Job Description

Title: Resident Advisor
Employment Dates: June 29 – August 6, 2016 (move into res. halls July 6th)
Program Dates: July 10 – August 6, 2016
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, Resident Advisors (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 2016
• 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, 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
• Ability to lift up to 30 pounds
• Demonstrated math and/or science experience; Related majors preferred
• Commitment to live in the UC Davis campus residential halls – required
• If you possess a valid driver’s license you must participate in the DMV pull notice – required
• Clear a criminal background check – required
• No vacation days during the employment period
COSMOS SUMMER 2016
APPLICATION FOR RESIDENT ADVISOR

Submit the following no later than 4:00 p.m. **April 8, 2016** to:

COSMOS
1204 Mathematical Sciences Building
UC Davis

The items listed below must be submitted. Incomplete applications will not be considered. You may use additional sheets as necessary.

- Cover Letter
- Completed Application Form
- Resume
- One Recommendation Form (Completed by a current or previous supervisor/ professor)
- Copy of valid CPR and First Aid, *if currently certified*
COSMOS 2016 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 COSMOS alumni? YES  NO

Year in School (at time of application): __________ Major/Minor: ____________________________

Number of units to be completed by June 2015: ____________________________

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 2015:
Employment History

- Please attach a current Resume to this application.
- Please list 2 professional References

1) Employer/Supervisor’s Name:
   Supervisor’s Title:
   Phone Number:
   Your Job Title:
   Briefly describe your Job Duties:

2) Employer/Supervisor’s Name:
   Supervisor’s Title:
   Phone Number:
   Your Job Title:
   Briefly describe your Job Duties:

☐ 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?
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 no later than Friday April 8th to the student or it may be mailed, faxed or sent directly to:
Johnny Chavez
COSMOS, UC Davis
1204 Mathematical Sciences Bldg.
One Shields Avenue
Davis, CA 95616

Candidate’s name:

Length of time you have known the candidate:

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.

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Previous Employer/Professor Information

Name (Last, First)

Title

Phone Number Email

Signature Date