Title: Senior Residential Advisor  
Employment Dates: June 27 – August 6, 2016  
Program Dates: July 10 – August 6, 2016 (move into Res. Hall July 5th)  
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, Senior Resident Advisors (SRAs) are required, but not limited to: train, supervise and evaluate 20 student Resident 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, provided by the program  
- Assist with Opening and Closing Day programs  
- Address and mediate conflict between residential staff  
- Attend and coordinate all weekend outings  
- Supervise RAs 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  
- Be a registered student through Spring quarter 2016
- 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
- Ability to move up to 30 pounds
- **No vacation days during the employment period**
COSMOS SUMMER 2016
APPLICATION FOR SENIOR RESIDENT ADVISOR

Submit the following no later than 4:00 p.m. February 24, 2016 to:

Johnny Chavez
COSMOS, UC Davis
1204 Mathematical Sciences Bldg.
One Shields Avenue
Davis, CA 95616

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

- Cover Letter
- Completed Application Form
- Resume
- One Recommendation Form (Completed by a current or previous supervisor/ professor)
  
  ***Please Note: Returning SRA applicants do not need to include this form***

- If currently certified: Copy of current CPR and First Aid certification

For questions or additional information please contact the COSMOS office:
Phone: (530) 754-7325
Email: jnychavez@ucdavis.edu (SRA Application in the subject line)
COSMOS 2016 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 ID #): 

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: 

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 2016:
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 **FIVE** 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. Please describe your experience supervising peers.

5. Identify areas in which you have experience and skill (check all that apply and comment on those you've checked):
   - Photography
   - Computer technology
   - Teaching
   - Art
   - Musical instruments
   - Event planning
   - Teambuilding
   - Sports or athletic activities
   - Other

   Comments:

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

7. How did you hear about this position?
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 it may be mailed, faxed or sent directly to:
Johnny Chavez
COSMOS, UC Davis
1204 Mathematical Sciences Bldg.
One Shields Avenue
Davis, CA 95616

P: (530) 754-7325
F: (530) 754-7327
jnychavez@ucdavis.edu

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