UC Davis COSMOS
Residential Assistant Floater Position

Title: Resident Assistant (Floater)

Employment Dates: April 29, May 13, July 5 – August 5, 2017

Program Dates: July 9 – August 5, 2017

Working Hours: Variable (see attached schedule)

Pay Rate: $2,500 (plus room and 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 Description: Under the direct supervision of the Senior Resident Assistants and general supervision of the Resident Dean, Resident Assistants (RAs) are responsible for, but not limited to: supervision of high school students, programming nightly activities, policy enforcement, conflict mediation, overall safety and security of students, and assistance with crisis management and emergency response. RAs work weeknights through the following morning, and weekends. Each Floater RA will rotate between five clusters (one per night) and have Sunday nights off. Please see attached schedule for a more detailed description of on-call time. RAs live in the residence halls with students, SRAs, and RD for the duration of the program.

Floater RAs partner with an RA and a Teaching Intern (TI) assigned to the same cluster. The TIs are part of the residential staff but they are on-call during the daytime hours (8 am – 5 pm) and are responsible for the academic portions of the student schedule. Since the Floater RA will have five clusters to work with, they will be part of five cluster teams. Together, each team will lead one cluster.

Position Qualifications:

Required:
- UC Davis Undergraduate student – registered through Spring Quarter 2017
- Must be in good academic and student standing
- CPR and First Aid certified OR be able to be certified prior to the start of the program
- Commitment to live in residence halls
- Participate in a DMV pull notice
- Clear a criminal background check
- No vacation days during the employment dates
- Available during on-call hours (see attached schedule)
- Able to complete the duties and responsibilities required of the position
Preferred:
- Experience managing youth groups
- Ability to assess needs and concerns of high school students
- Experience working in a multicultural environment
- Flexibility to meet changing needs of the program
- Ability to lift up to 30 pounds

Duties and Responsibilities:
- Provide guidance and supervision to students ranging from ages 13-18
- Provide personal support to students
- Plan and lead nightly recreational activities
- Attend and supervise weekend outings
- Serve as a role model for appropriate conduct on a college campus
- Attend residential staff meetings
- Facilitate nightly announcements with students
- Prepare and submit paperwork (such as incident reports, activity logs, etc.)
- Ensure safety and welfare of students by enforcing rules and addressing conduct issues
- Respond to emergencies as required
- Complete any additional duties assigned during the program in a timely manner

Additional Information:
- RAs must be available for Spring Quarter Saturday Training days listed in the employment dates. These dates are included in the pay rate.
- All staff members work on Opening and Closing days.
- RAs move into the residence halls on July 5th for training prior to students’ arrival. Students move into the residence halls on July 9th.
### Schedule for Floater RA with Sunday off

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<tr>
<th>9</th>
<th>Opening Day (off at 5:00 pm)</th>
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<th>11</th>
<th>12</th>
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<td>Rec Pool BBQ (work all day)</td>
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<td>16</td>
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<td>SF Cruise (work all day)</td>
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<td>23</td>
<td>Off-call 8:00 am</td>
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<td>State Fair (work all day)</td>
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<td>30</td>
<td>Off-call 8:00 am</td>
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<td>Off-call 8:00 am</td>
<td>Closing Day (work all day)</td>
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<td>On-call 5:00 pm</td>
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- Floater RAs are not assigned to one cluster, instead they will be assigned to 5 clusters. Each cluster will have an assigned day of the week. For example, a Floater RA could be assigned to work with cluster 1 on Monday nights (for the whole program), cluster 3 on Tuesdays, cluster 5 on Wednesdays, cluster 7 on Thursdays, and cluster 9 on Fridays. Saturday nights they would not have an assigned cluster.
COSMOS 2017
Application for Resident Assistant Floater

Submit the following no later than **4:00 pm on March 8, 2017**.

The items listed below must be submitted; incomplete applications will not be considered. You may use additional pages as necessary.

- **Completed Application Form**
- **Résumé**
- **One Recommendation Form** — completed by a current or previous supervisor/professor

Applications must be submitted to our office:

**COSMOS**
1204 Mathematical Sciences Bldg.
UC Davis

**Office Hours:**
10 am – 4 pm
Monday – Thursday

*If our office is not open, slip your application under the door or take it to the MSB main office and tell them it’s for COSMOS.*

Please expect to receive an email from the Senior Resident Assistants regarding interviews in the week following the submission deadline.

If you have any questions, email Stefanie Smart, UC Davis COSMOS Resident Dean, at slsmart@ucdavis.edu.
COSMOS 2017 Resident Assistant Floater Application

Name: 
Phone: 

Preferred Name/Nickname: 
UCD email: 
Preferred email (if not UCD email): 
UCD SID: Year in School (at time of application): 

Major/Minor: 

Are you currently in good academic standing? Yes No 
If no, please explain: 

Do you have any previous COSMOS experience? Yes No 
If yes, what year and in what capacity (employee, student, etc.)?

Are you currently certified in CPR? Yes No 
Are you currently certified in First Aid? Yes No 

CPR/First Aid certifications are requirements of the position and must be valid by the beginning of the program, and must last through the end of the program.
Employment History

*Please attach a current résumé to this application.*

Please list two professional references:

1. Employer/Supervisor’s Name:
   Supervisor’s Title:
   Email:
   Phone Number:
   Your Job Title:
   Brief description of your job duties:

2. Employer/Supervisor’s Name:
   Supervisor’s Title:
   Email:
   Phone Number:
   Your Job Title:
   Brief description of your job duties:

___ By checking this box, *I authorize COSMOS to contact previous supervisors to verify employment and job responsibilities.*

1. Please describe the qualities you believe are necessary for effective leadership.
2. Please describe up to three occupational or extracurricular activities that you have participated in which demonstrate these leadership qualities.

3. Please share your experience working with youth programs or groups living in a residential setting.

4. Please list any other experience or skills you possess that may benefit COSMOS.

How did you learn of this position?
COSMOS 2017 Residential Staff

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. As part of the residential staff the student will oversee groups of high school students living at UC Davis during a 4-week 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 Wednesday, March 8th to the student or directly to our office:

Stefanie Smart
COSMOS, UC Davis
1204 Mathematical Sciences Bldg.
One Shields Ave.
Davis, CA 95616

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

Applicant’s Name:

Length of time you have known the applicant:

In what capacity have you known the applicant?

Please describe the applicant’s typical work and/or academic performance and preparation.

How would you characterize the applicant’s leadership skills and responsibility to others?
What evidence have you seen in your interactions with the applicant 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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<th></th>
<th>Outstanding</th>
<th>Good</th>
<th>Average</th>
<th>Below Average</th>
<th>No Basis for Judgement</th>
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<td>Leadership</td>
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<td>Organizational skills</td>
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<td>Communication skills</td>
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<td>Maturity</td>
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<td>Acceptance of challenge</td>
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<td>Social responsibility</td>
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<td>Multicultural competencies</td>
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**Previous Employer/Professor Information**

Name:  

Title:  

Email:  

Phone Number:  

Signature:  

Date: