UC Davis COSMOS
Senior Residential Assistant Position

**Title:** Senior Resident Assistant

**Employment Dates:**
- **Part time:** March – June, 2017 (hourly pay)
- **Must be available:** April 29 and May 13
- **Full time:** July 3 – August 5, 2017 (pay rate)

**Program Dates:** July 9 – August 5, 2017

**Working Hours:** Variable (see attached schedule)

**Pay Rate:** $3,500 (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 direct supervision of the Resident Dean and general supervision of the Program Manager, Senior Resident Assistants (SRAs) are responsible for, but limited to: training and supervising 12 RAs and 10 TIs, preparing for all recreational and weekend activities, policy enforcement, conflict mediation, overall safety and security of all students and residential staff, and leadership during crisis and emergency situations. Two SRAs co-lead the residential staff, switching on 24-hour shifts throughout the week. Please see attached schedule of on-call hours. SRAs live in the residence halls with RAs, students and Resident Dean.

SRAs should be familiar with the schedules of all the residential staff members (RAs, Floater RAs, and TIs). TIs work the daytime on-call shift on weekdays while RAs (and floaters) work the nighttime and weekend on-call shifts (with some variability). Please see attached schedules and descriptions for more details about the residential staff positions.

SRAs are required to work during Spring Quarter, to prepare for residential staff training and the program in general. This work will be assigned by the Resident Dean and be shared by the two SRAs once they are hired.

**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
- Demonstrated experience managing peers
- 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:**
- Prior experience with COSMOS in some capacity (RA, student, etc.)
- Experience managing youth groups
- Ability to assess needs and concerns of high school students
- Experience working in a multicultural environment
- Skill in communicating effectively with different groups (faculty, staff, students, parents, etc.)
- Flexibility to meet changing needs of the program
- Ability to lift up to 30 pounds

**Duties and Responsibilities:**
- Assist with hiring, training and evaluation of residential staff
- Prepare all paperwork and necessary items for students and residential staff prior to move-in
- Set up and maintain residence hall office and other storage rooms
- Maintain student and staff confidentiality
- Coordinate religious services shuttles and daily class shuttles for students who cannot walk/bike
- Provide guidance and supervision to students (ages 13-18) and undergraduate residential staff
- Provide personal support to residential staff
- Schedule and prepare for nightly recreational activities
- Attend and supervise weekend outings
- Serve as a role model for appropriate conduct on a college campus
- Lead residential staff meetings
- Prepare and distribute daily announcements for residential staff and students
- Prepare and submit paperwork (such as incident reports, activity logs, evaluations, etc.)
- Ensure safety and welfare of students and staff 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:**
- SRAs must be available for Spring Quarter Saturday Training days listed in the employment dates. Work done prior to move-in can be done around the SRAs own schedules. All work done prior to move-in will be paid hourly (except Saturday Training days).
- All staff members work on Opening and Closing days.
- SRAs move into the residence halls on July 3rd with the RD to set up office and storage spaces, and prepare for training prior to staff and students’ arrival. Staff move into the residence halls on July 5th and students move into the residence halls on July 9th.
### Schedule for SRA 1

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<tbody>
<tr>
<td>9</td>
<td>Opening Day (work all day)</td>
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<td>Off-call 5:00 pm</td>
<td>11</td>
<td>On-call 5:00 pm</td>
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<td>13</td>
<td>Off-call 5:00 pm</td>
<td>14</td>
<td>On-call 5:00 pm</td>
<td>15</td>
<td>Rec Pool BBQ (work all day)</td>
<td>16</td>
<td>Off-call 5:00 pm</td>
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<td>17</td>
<td>On-call 5:00 pm</td>
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<td>Off-call 5:00 pm</td>
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<td>21</td>
<td>On-call 5:00 pm</td>
<td>22</td>
<td>SF Cruise (work all day)</td>
<td>23</td>
<td>Off-call 5:00 pm</td>
<td>24</td>
<td>On-call 5:00 pm</td>
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<td>25</td>
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<td>Off-call 5:00 pm</td>
<td>28</td>
<td>On-call 5:00 pm</td>
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<tr>
<td>29</td>
<td>State Fair (work all day)</td>
<td>30</td>
<td>Off-call 5:00 pm</td>
<td>31</td>
<td>On-call 5:00 pm</td>
<td>1</td>
<td>Off-call 5:00 pm</td>
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<td>2</td>
<td>On-call 5:00 pm</td>
<td>3</td>
<td>Off-call 5:00 pm</td>
<td>4</td>
<td>On-call 5:00 pm</td>
<td>5</td>
<td>Closing Day (work all day)</td>
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- These are 24 hour shifts of alternating on-call and off-call time, with some overlapping on weekends and Opening/Closing days.
- Once the two SRAs have been hired, they will have the opportunity to discuss which person will have which schedule (in case there are particular dates that one of them needs to have off).

### Schedule for SRA 2

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<tr>
<td>9</td>
<td>Opening Day (work all day)</td>
<td>10</td>
<td>Off-call 5:00 pm</td>
<td>11</td>
<td>On-call 5:00 pm</td>
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<td>13</td>
<td>Off-call 5:00 pm</td>
<td>14</td>
<td>On-call 5:00 pm</td>
<td>15</td>
<td>Rec Pool BBQ On-call 5:00 pm</td>
<td>16</td>
<td>Off-call 5:00 pm</td>
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<td>17</td>
<td>On-call 5:00 pm</td>
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<td>Off-call 5:00 pm</td>
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<td>On-call 5:00 pm</td>
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<td>Off-call 5:00 pm</td>
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<td>21</td>
<td>On-call 5:00 pm</td>
<td>22</td>
<td>SF Cruise (work all day) Off-call 8:00 pm</td>
<td>23</td>
<td>Off-call 5:00 pm</td>
<td>24</td>
<td>On-call 5:00 pm</td>
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<td>25</td>
<td>Off-call 5:00 pm</td>
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<td>On-call 5:00 pm</td>
<td>27</td>
<td>Off-call 5:00 pm</td>
<td>28</td>
<td>On-call 5:00 pm</td>
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<tr>
<td>29</td>
<td>State Fair (work all day) Off-call 8:00 pm</td>
<td>30</td>
<td>Off-call 5:00 pm</td>
<td>31</td>
<td>On-call 5:00 pm</td>
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<td>Off-call 5:00 pm</td>
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<td>2</td>
<td>On-call 5:00 pm</td>
<td>3</td>
<td>Off-call 5:00 pm</td>
<td>4</td>
<td>On-call 5:00 pm</td>
<td>5</td>
<td>Closing Day (work all day)</td>
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Resident Assistant Position:

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. For more details, look at the RA specific application.

Resident Assistant (Floater) Position:

Floater RAs have the same responsibilities as all other RAs, with only a few distinctions. Primarily, each Floater RA will rotate between five clusters (one per night) and have Sunday nights off, rather than work with one cluster through the entire program. For more details, look at the RA (Floater) specific application.

Schedules provided here: Monday off (as an example for weeknights Monday – Thursday), Friday off and Floater RA with Sunday off. For more details, look at the specific applications.

<table>
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<tr>
<th>Schedule for RA with Monday off</th>
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<tr>
<td>9 Opening Day (work all day)</td>
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<tr>
<td>On-call 5:00 pm</td>
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<td>12 Off-call 8:00 am On-call 5:00 pm</td>
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<tr>
<td>14 Off-call 8:00 am On-call 5:00 pm</td>
</tr>
<tr>
<td>16 Off-call 12:00 pm On-call 5:00 pm</td>
</tr>
<tr>
<td>18 Off-call 8:00 am On-call 5:00 pm</td>
</tr>
<tr>
<td>20 Off-call 8:00 am On-call 5:00 pm</td>
</tr>
<tr>
<td>22 SF Cruise (work all day)</td>
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<tr>
<td>24 Off-call 8:00 am On-call 5:00 pm</td>
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<tr>
<td>26 Off-call 8:00 am On-call 5:00 pm</td>
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<tr>
<td>28 Off-call 8:00 am On-call 5:00 pm</td>
</tr>
<tr>
<td>30 Off-call 12:00 pm On-call 5:00 pm</td>
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<tr>
<td>1 Off-call 8:00 am On-call 5:00 pm</td>
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<tr>
<td>3 Off-call 8:00 am On-call 5:00 pm</td>
</tr>
<tr>
<td>5 Closing Day (work all day)</td>
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</tbody>
</table>

- RAs with other nights off (Tuesday – Thursday) would go off-call on the morning of their day off and come back on-call the following day at 5:00 pm. All other weekdays would be off-call at 8:00 am, on-call at 5:00 pm.
<table>
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<tr>
<th>Schedule for RA with Friday off</th>
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<tbody>
<tr>
<td><strong>9</strong> Opening Day (work all day) On-call 5:00 pm</td>
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<td><strong>16</strong> Off-call 12:00 pm On-call 5:00 pm</td>
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<tr>
<td><strong>23</strong> Off-call 12:00 pm On-call 5:00 pm</td>
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<tr>
<td><strong>30</strong> Off-call 12:00 pm On-call 5:00 pm</td>
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</table>

- RAs who request Fridays as their day off, must recognize that they will have a shorter time off on the second and third weekends when the weekend outings start earlier in the morning. All RAs are required to attend the weekend outings.

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<tr>
<th>Schedule for Floater RA with Sunday off</th>
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<tbody>
<tr>
<td><strong>9</strong> Opening Day (off at 5:00 pm)</td>
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<td><strong>16</strong> Off-call 8:00 am</td>
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<tr>
<td><strong>23</strong> Off-call 8:00 am</td>
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<tr>
<td><strong>30</strong> Off-call 8:00 am</td>
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</tbody>
</table>

- 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.
**Teaching Intern Position:**

Under the direct supervision of the Resident Dean, and general supervision of the Senior Resident Assistants, Teaching Interns (TIs) are responsible for, but limited to: supervision of high school students, attendance of all classes and academic outings, policy enforcement, conflict mediation, overall safety and security of students, and assistance with crisis management and emergency response. TIs generally work weekdays from 8 am to 5 pm and Sundays from 12 to 5 pm. As there is an educational component to this position, TIs are assigned to a specific cluster and must be familiar with the topics covered by those classes.

<table>
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<tr>
<th>Schedule for TI (all clusters)</th>
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<tbody>
<tr>
<td>9 Opening Day</td>
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<tr>
<td>On-call 8 am – 5 pm</td>
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<td>16 On-call 12 – 5 pm</td>
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<tr>
<td>On-call 8 am – 5 pm</td>
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<td>23 On-call 12 – 5 pm</td>
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<tr>
<td>On-call 8 am – 5 pm</td>
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<tr>
<td>30 On-call 12 – 5 pm</td>
</tr>
<tr>
<td>On-call 8 am – 5 pm</td>
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</table>

- Outing dates will be determined at a later time. When agreeing to this position, you agree to work the hours outside of the general on-call hours that are required for the cluster specific (academic) outings.
- For example, some clusters will have academic outings that must leave Davis by 7 am to reach the destination on time. In these cases, the TI must be prepared well before the normal 8 am on-call time. However, the cluster RA will also be responsible for helping prepare students in these situations.
- Additionally, cluster 4 (Astrophysics) has mostly nighttime outings; the TI for this cluster will be expected to attend these outings.
- Sunday hours must be spent on campus (dorms, DC, MU games, ARC). Some of these hours will be designated for debriefing and lesson preparation.
COSMOS 2017
Application for Senior Resident Assistant

Submit the following no later than **4:00 pm on March 1, 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 Resident Dean 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 Senior Resident Assistant 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. The SRA is responsible for leading a team of other undergraduate students. Please describe your experience supervising peers.

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

How did you learn of this position?

If not selected as SRA, would you like to be considered for the RA position? Yes No

*A second application is not necessary.*
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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<tr>
<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>Multicultural competencies</td>
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**Previous Employer/Professor Information**

Name:
Title:
Email: Phone Number:

Signature: Date: