



# COSMOS UC Davis

California State Summer School for Mathematics and Science

## UC Davis COSMOS Residential Assistant Position

**Title:** Resident Assistant  
**Employment Dates:** May 4, May 18, July 3 – August 3, 2019  
**Program Dates:** July 7 – August 3, 2019  
**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, attendance during all recreational activities, policy enforcement, conflict mediation, overall safety and security of students, and assistance with crisis management and emergency response. RAs work nights through the following morning, and all day Saturdays. Please see attached schedule for a more detailed description of on-call time. Each RA will work with the program as a whole, but will also be assigned to a particular group of students (see cluster list below). RAs live in the residence halls with students, SRAs, and RD for the duration of the program.

RAs partner with a Teaching Intern (TI) assigned to the same cluster. The TIs are part of the residential staff but they are on-call generally during the daytime hours and are responsible for the academic portions of the student schedule. However, one night a week the TI will remain in the dorms to oversee student welfare during the RAs night off. Please see the RA/TI on-call schedule to better understand the system.

**2019 Clusters:** For cluster descriptions visit <http://cosmos.ucdavis.edu/clusters.htm>.

- Cluster 1: Quantum Physics & Applications to Nanotechnology
- Cluster 2: Physics & Engineering: From scientific method to technological applications
- Cluster 3: Introduction to Engineering Mechanics
- Cluster 4: Introduction to Astrophysics
- Cluster 5: Computers in Biophysics & Robotics
- Cluster 6: Mathematics
- Cluster 7: Introduction to Plant Microbiology
- Cluster 8: The Internet of Things
- Cluster 9: Mathematical Modeling in Biological Systems
- Cluster 10: Sustainable Transportation
- Cluster 11: Future Foods: Sustainable Aquaculture & Aquaponic Food Production

**Position Qualifications:*****Required:***

- UC Davis Undergraduate student – registered through Spring Quarter 2019
- Must be in good academic and student standing
- CPR and First Aid certified OR be certified prior to the start of July training week
- 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 all on-call hours or on-call exceptions (*see attached schedule*)
- Able to complete the duties and responsibilities required of the position
- Flexibility to meet changing needs of the program

***Preferred:***

- Experience managing youth groups
- Ability to assess needs and concerns of high school students
- Experience working in a multicultural environment
- 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 full days on Opening (July 7) and Closing (August 3) days.
- RAs move into the residence halls on July 3<sup>rd</sup> for training prior to students' arrival on July 7<sup>th</sup>. These trainings will occur on weekday evenings and all day on Saturday.
- All students and staff must move out of the residence halls on August 3<sup>rd</sup>.

## Basic Weekly Schedules:

- Below are the basic weekly on-call schedules for RAs and TIs (which together are Cluster Partners).
- RAs and TIs are responsible for the items that fall within their on-call hours but should share any necessary information with their cluster partner when switching shifts.
- More detailed schedules for each cluster will be provided to cluster partners during the July training week.
- Occasionally there will be circumstances that require a staff member to work outside of their on-call hours – most often this will be on days with academic outings. When accepting this position, you are accepting these possible exceptions.
  - If a cluster has an outing that requires leaving prior to 8 am or arriving later than 6 pm, the TI must be present and will be on-call for those additional hours. This does not mean that the RA on-call hours change – if the TI requires help in the morning the RAs must be available until they go off-call, and nighttime responsibilities will start at the same time even if the cluster has not yet returned.
  - **Cluster 4:** Since Astrophysics does a number of nighttime outings, the TI must agree to attend these outings even if it is during their off-call time.
  - **Cluster 11:** This cluster will do a 4-day overnight trip to Bodega Marine Lab which the TI and RA must both attend. This will mean both will be on-call for the duration of the trip despite normal on-call hours.
- During overnight on-call shifts, staff members should sleep but must be able to answer any student or staff request for assistance at whatever time it is requested.
- If a staff member is responding to a student emergency, that person should not suddenly leave the student(s) unattended if they go off-call during the incident. The SRAs and RD will do their best to take over as soon as possible for said staff member. (Let's call this the Common Sense Clause.)
- Each evening, cluster partners will spend the dinner hour on-call together. During this time cluster partners should exchange any important information about the cluster or program, attend any all-staff meetings called by SRAs, have dinner with their students, etc.

## Basic RA Weekly Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
12 – 5 am							
6 am	Quiet hours end	Quiet hours end	Quiet hours end	Quiet hours end	Quiet hours end	Quiet hours end	Quiet hours end
:30	Students can leave dorms Breakfast starts	Students can leave dorms Breakfast starts	Students can leave dorms Breakfast starts	Students can leave dorms Breakfast starts	Students can leave dorms Breakfast starts	Students can leave dorms Breakfast starts	Students can leave dorms Breakfast starts
7 am							
:30							
8 am							
:30	Breakfast ends Morning Announcements	Breakfast ends Morning Announcements	Breakfast ends Morning Announcements	Breakfast ends Morning Announcements	Breakfast ends Morning Announcements	Breakfast ends Morning Announcements	Breakfast ends
9 am	Class starts	Class starts	Class starts	Class starts	Class starts	Saturday Outing starts Load buses	
:30							
10 am							
:30							
11 am	Class ends Lunch starts	Class ends Lunch starts	Class ends Lunch starts	Class ends Lunch starts	Class ends Lunch starts		Lunch starts
:30							
12 pm							
:30							
1 pm	Lunch ends Class starts	Lunch ends Class starts	Lunch ends DLS starts	Lunch ends Class starts	Lunch ends Class starts		Lunch ends
:30							
2 pm							

:30			DLS ends				
3 pm			Class starts				
:30							
4 pm							
:30						Unload buses Saturday Outing ends	
5 pm	Class ends Dinner starts	Class ends Dinner starts	Class ends Dinner starts	Class ends Dinner starts	Class ends Dinner starts	Dinner starts	Dinner starts
:30							
6 pm	Nightly activities start	Nightly activities start	Nightly activities start	Nightly activities start	Nightly activities start		
:30	Dinner ends	Dinner ends	Dinner ends	Dinner ends	Dinner ends	Dinner ends	Dinner ends
7 pm							
:30							
8 pm							
:30	Nightly activities end	Nightly activities end	Nightly activities end	Nightly activities end	Nightly activities end		
9 pm							
:30	Students in dorms Nightly announcements	Students in dorms Nightly announcements	Students in dorms Nightly announcements	Students in dorms Nightly announcements	Students in dorms Nightly announcements	Students in dorms Nightly announcements	Students in dorms Nightly announcements
10 pm	Quiet hours start	Quiet hours start	Quiet hours start	Quiet hours start	Quiet hours start	Quiet hours start	Quiet hours start
:30							
11 pm	Students in rooms	Students in rooms	Students in rooms	Students in rooms			Students in rooms
:30					Students in rooms	Students in rooms	

## Basic TI Weekly Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
12 – 5 am							
6 am	Quiet hours end	Quiet hours end	Quiet hours end	Quiet hours end	Quiet hours end	Quiet hours end	Quiet hours end
:30	Students can leave dorms Breakfast starts	Students can leave dorms Breakfast starts	Students can leave dorms Breakfast starts	Students can leave dorms Breakfast starts	Students can leave dorms Breakfast starts	Students can leave dorms Breakfast starts	Students can leave dorms Breakfast starts
7 am							
:30							
8 am							
:30	Breakfast ends Morning Announcements	Breakfast ends Morning Announcements	Breakfast ends Morning Announcements	Breakfast ends Morning Announcements	Breakfast ends Morning Announcements	Breakfast ends Morning Announcements	Breakfast ends
9 am	Class starts	Class starts	Class starts	Class starts	Class starts	Saturday Outing starts Load buses	
:30							
10 am							
:30							
11 am	Class ends Lunch starts	Class ends Lunch starts	Class ends Lunch starts	Class ends Lunch starts	Class ends Lunch starts		Lunch starts
:30							
12 pm							
:30							
1 pm	Lunch ends Class starts	Lunch ends Class starts	Lunch ends DLS starts	Lunch ends Class starts	Lunch ends Class starts		Lunch ends
:30							
2 pm							

:30			DLS ends				
3 pm			Class starts				
:30							
4 pm							
:30						Unload buses Saturday Outing ends	
5 pm	Class ends Dinner starts	Class ends Dinner starts	Class ends Dinner starts	Class ends Dinner starts	Class ends Dinner starts	Dinner starts	Dinner starts
:30							
6 pm	Nightly activities start	Nightly activities start	Nightly activities start	Nightly activities start	Nightly activities start		
:30	Dinner ends	Dinner ends	Dinner ends	Dinner ends	Dinner ends	Dinner ends	Dinner ends
7 pm							
:30							
8 pm							
:30	Nightly activities end	Nightly activities end	Nightly activities end	Nightly activities end	Nightly activities end		
9 pm							
:30	Students in dorms Nightly announcements	Students in dorms Nightly announcements	Students in dorms Nightly announcements	Students in dorms Nightly announcements	Students in dorms Nightly announcements	Students in dorms Nightly announcements	Students in dorms Nightly announcements
10 pm	Quiet hours start	Quiet hours start	Quiet hours start	Quiet hours start	Quiet hours start	Quiet hours start	Quiet hours start
:30							
11 pm	Students in rooms	Students in rooms	Students in rooms	Students in rooms			Students in rooms
:30					Students in rooms	Students in rooms	



# COSMOS UC Davis

California State Summer School for Mathematics and Science

## **COSMOS 2019 Application for Resident Assistant**

Submit the following no later than **4:00 pm on April 4, 2019.**

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*
  - *due by April 10, may be turned in separately*

Applications must be submitted to:

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

**[s smart@ucdavis.edu](mailto:s smart@ucdavis.edu)**  
**Office Hours:**  
**10 am – 4 pm**  
**Monday – Friday**

*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. Emailed applications are also acceptable, but be sure that the content is properly saved (blank PDFs will not get you hired).*

Please expect to receive an email from the Senior Resident Assistants regarding interviews within one week following the submission deadline. If selected for an interview, it will occur toward the beginning of Spring Quarter.

If you have any questions, email Stefanie Smart, UC Davis COSMOS Resident Dean.





# COSMOS UC Davis

California State Summer School for Mathematics and Science

## COSMOS 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. Please list any other experience or skills you possess that may benefit COSMOS.
5. Do you have a cluster you would prefer to work with? You do not have to know anything about the topic, but it is recommended that you choose something that interests you. *List up to 3 top choices.*
6. How did you learn of this position?

## **COSMOS 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, April 10<sup>th</sup> 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.*

	Outstanding	Good	Average	Below Average	No Basis for Judgement
Leadership					
Organizational skills					
Communication skills					
Maturity					
Acceptance of challenge					
Social responsibility					
Multicultural competencies					

**Previous Employer/Professor Information**

Name:

Title:

Email:

Phone Number:

Signature:

Date: