# UC Davis COSMOS
# Senior Residential Assistant Position

**Title**:             Senior Resident Assistant
**Employment Dates**:   *Part time: April – June, 2019 (hourly pay)*
                       *Must be available: May 4 and May 18*
                       *Full time: July 1 – August 3, 2019 (pay rate listed below)*
**Program Dates**:      July 7 – August 3, 2019
**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 22 RAs and 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, TIs, students and Resident Dean.

SRAs should be familiar with the schedules of the two residential staff teams (RAs and TIs). 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 2019
   - Must be in good academic and student standing
   - CPR and First Aid certified OR be certified prior to the start of the July training week
   - 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 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:*
- Prior experience with COSMOS in some capacity (RA, TI, 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.)
- 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 all training days listed above. These dates and program dates are included in the pay rate – all work done outside of those select dates will be paid hourly.
- All staff members work full days on Opening (July 7) and Closing (August 3) days.
- SRAs move into the residence halls on July 3rd for training prior to students' arrival on July 7th. These will be full work days for SRAs while trainings will occur weekday evenings and all day Saturday.
- All students and staff must move out of the residence halls on August 3rd.

**Basic Monthly Schedule:**

- Below is the basic monthly on-call schedule for SRAs. The SRAs work 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).
- SRAs 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 (also see RA & TI weekly schedule).
- Occasionally there will be circumstances that require SRAs to work outside of their on-call hours, though this will not be the norm.
- Saturday Outing on-call hours may shift once the outings are set closer to the program start. SRAs will be consulted about these time changes since they will have already been hired by that point.
- 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.)

**Basic SRA Monthly Schedule**

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| 7<br>**Opening Day**<br>SRA 1 & 2<br>On-call 8:00 am<br><br>SRA 1<br>Off-call 8:00 pm | 8<br><br>SRA 2<br>Off-call 5:00 pm<br>SRA 1<br>On-call 5:00 pm | 9<br><br>SRA 1<br>Off-call 5:00 pm<br>SRA 2<br>On-call 5:00 pm | 10<br><br>SRA 2<br>Off-call 5:00 pm<br>SRA 1<br>On-call 5:00 pm | 11<br><br>SRA 1<br>Off-call 5:00 pm<br>SRA 2<br>On-call 5:00 pm | 12<br><br>SRA 2<br>Off-call 5:00 pm<br>SRA 1<br>On-call 5:00 pm | 13<br>**Saturday Outing**<br>SRA 1 & 2<br>On-call 8:00 am<br><br>SRA 1<br>Off-call 8:00 pm |
| 14<br><br>SRA 2<br>Off-call 5:00 pm<br>SRA 1<br>On-call 5:00 pm | 15<br><br>SRA 1<br>Off-call 5:00 pm<br>SRA 2<br>On-call 5:00 pm | 16<br><br>SRA 2<br>Off-call 5:00 pm<br>SRA 1<br>On-call 5:00 pm | 17<br><br>SRA 1<br>Off-call 5:00 pm<br>SRA 2<br>On-call 5:00 pm | 18<br><br>SRA 2<br>Off-call 5:00 pm<br>SRA 1<br>On-call 5:00 pm | 19<br><br>SRA 1<br>Off-call 5:00 pm<br>SRA 2<br>On-call 5:00 pm | 20<br>**Saturday Outing**<br>SRA 1 & 2<br>On-call 8:00 am<br><br>SRA 2<br>Off-call 8:00 pm |
| 21<br><br>SRA 1<br>Off-call 5:00 pm<br>SRA 2<br>On-call 5:00 pm | 22<br><br>SRA 2<br>Off-call 5:00 pm<br>SRA 1<br>On-call 5:00 pm | 23<br><br>SRA 1<br>Off-call 5:00 pm<br>SRA 2<br>On-call 5:00 pm | 24<br><br>SRA 2<br>Off-call 5:00 pm<br>SRA 1<br>On-call 5:00 pm | 25<br><br>SRA 1<br>Off-call 5:00 pm<br>SRA 2<br>On-call 5:00 pm | 26<br><br>SRA 2<br>Off-call 5:00 pm<br>SRA 1<br>On-call 5:00 pm | 27<br>**Saturday Outing**<br>SRA 1 & 2<br>On-call 8:00 am<br><br>SRA 1<br>Off-call 8:00 pm |
| 28<br><br>SRA 2<br>Off-call 5:00 pm<br>SRA 1<br>On-call 5:00 pm | 29<br><br>SRA 1<br>Off-call 5:00 pm<br>SRA 2<br>On-call 5:00 pm | 30<br><br>SRA 2<br>Off-call 5:00 pm<br>SRA 1<br>On-call 5:00 pm | 31<br><br>SRA 1<br>Off-call 5:00 pm<br>SRA 2<br>On-call 5:00 pm | 1<br><br>SRA 2<br>Off-call 5:00 pm<br>SRA 1<br>On-call 5:00 pm | 2<br><br>SRA 1<br>Off-call 5:00 pm<br>SRA 2<br>On-call 5:00 pm | 3<br>**Closing Day**<br>SRA 1 & 2<br>On-call 8:00 am |

## 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<br>*Breakfast starts* | Students can leave dorms<br>*Breakfast starts* | Students can leave dorms<br>*Breakfast starts* | Students can leave dorms<br>*Breakfast starts* | Students can leave dorms<br>*Breakfast starts* | Students can leave dorms<br>*Breakfast starts* | Students can leave dorms<br>*Breakfast starts* |
| 7 am | | | | | | | |
| :30 | | | | | | | |
| 8 am | | | | | | | |
| :30 | *Breakfast ends*<br>**Morning Announcements** | *Breakfast ends*<br>**Morning Announcements** | *Breakfast ends*<br>**Morning Announcements** | *Breakfast ends*<br>**Morning Announcements** | *Breakfast ends*<br>**Morning Announcements** | *Breakfast ends*<br>**Morning Announcements** | *Breakfast ends* |
| 9 am | **Class starts** | **Class starts** | **Class starts** | **Class starts** | **Class starts** | **Saturday Outing starts**<br>**Load buses** | |
| :30 | | | | | | | |
| 10 am | | | | | | | |
| :30 | | | | | | | |
| 11 am | **Class ends**<br>*Lunch starts* | **Class ends**<br>*Lunch starts* | **Class ends**<br>*Lunch starts* | **Class ends**<br>*Lunch starts* | **Class ends**<br>*Lunch starts* | | *Lunch starts* |
| :30 | | | | | | | |
| 12 pm | | | | | | | |
| :30 | | | | | | | |
| 1 pm | *Lunch ends*<br>**Class starts** | *Lunch ends*<br>**Class starts** | *Lunch ends*<br>**DLS starts** | *Lunch ends*<br>**Class starts** | *Lunch ends*<br>**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 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<br>*Breakfast starts* | Students can leave dorms<br>*Breakfast starts* | Students can leave dorms<br>*Breakfast starts* | Students can leave dorms<br>*Breakfast starts* | Students can leave dorms<br>*Breakfast starts* | Students can leave dorms<br>*Breakfast starts* | Students can leave dorms<br>*Breakfast starts* |
| 7 am | | | | | | | |
| :30 | | | | | | | |
| 8 am | | | | | | | |
| :30 | *Breakfast ends*<br>**Morning Announcements** | *Breakfast ends*<br>**Morning Announcements** | *Breakfast ends*<br>**Morning Announcements** | *Breakfast ends*<br>**Morning Announcements** | *Breakfast ends*<br>**Morning Announcements** | *Breakfast ends*<br>**Morning Announcements** | *Breakfast ends* |
| 9 am | **Class starts** | **Class starts** | **Class starts** | **Class starts** | **Class starts** | **Saturday Outing starts**<br>**Load buses** | |
| :30 | | | | | | | |
| 10 am | | | | | | | |
| :30 | | | | | | | |
| 11 am | **Class ends**<br>*Lunch starts* | **Class ends**<br>*Lunch starts* | **Class ends**<br>*Lunch starts* | **Class ends**<br>*Lunch starts* | **Class ends**<br>*Lunch starts* | | *Lunch starts* |
| :30 | | | | | | | |
| 12 pm | | | | | | | |
| :30 | | | | | | | |
| 1 pm | *Lunch ends*<br>**Class starts** | *Lunch ends*<br>**Class starts** | *Lunch ends*<br>**DLS starts** | *Lunch ends*<br>**Class starts** | *Lunch ends*<br>**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 2019**
**Application for Senior Resident Assistant**

Submit the following no later than **4:00 pm on April 1, 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 5, may be turned in separately*

Applications must be submitted to:

| | |
|---|---|
| **Stefanie Smart** | **slsmart@ucdavis.edu** |
| **COSMOS** | **Office Hours:** |
| **1204 Mathematical Sciences Bldg.** | **10 am – 4 pm** |
| **UC Davis** | **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 regarding interviews within one week following the submission deadline. Interviews will occur during the first two weeks of Spring Quarter.

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

**COSMOS 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 or TI position?          Yes      No
*If yes, please list the position and preferred clusters below – a second application is not necessary.*

# 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 Friday, April 5<sup>th</sup> to the student or directly to our office:**

Stefanie Smart
COSMOS, UC Davis                                    P: (530) 754-7325
1204 Mathematical Sciences Bldg.                    F: (530) 754-7327
One Shields Ave.                                    slsmart@ucdavis.edu
Davis, CA 95616

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: