

UC Davis COSMOS – Senior Residential Assistant



Employment Dates: June 5 – August 5, 2023

- *Pre-program preparation:* June 5 – July 3, less than 5 hours per week
- *Training Week:* evenings of July 5 – 7, full day July 8
- *Program Dates:* July 9 – August 5

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 the topic specific cluster areas taught by the UC Davis faculty. The academic and residential components of the COSMOS program offer these students a first glance at the college experience.

Position Description: Senior Residential Assistants (SRAs) lead the Residential Staff for COSMOS under the direct supervision of the Program Coordinator. They are responsible for, but not limited to, training and supervising the RAs and TIs, preparing for all recreational and weekend activities, policy enforcement, conflict mediation, overall safety and security of 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 program. SRAs are required to remain at the dorms overnight during on-call nights to respond to any student emergencies that may arise. Space is provided at the dorms during those shifts. Some pre-program preparation is required to ensure that everything is ready for training week.

Position Qualifications:

Required:

- UC Davis Undergraduate student – registered at least through Summer 2023
- CPR and First Aid certified prior to the start of July training week
- Clear a criminal background check
- No vacation days during the employment dates
- Available during all on-call hours or on-call exceptions
- Commitment to stay at dorms during overnight shifts
- Able to complete the duties and responsibilities required of the position
- Flexibility to meet changing needs of the program
- Demonstrated experience managing peers

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
- Valid driver's license

Duties and Responsibilities:

- Provide guidance and supervision to students ranging from ages 13-18
- Provide personal support to students
- Serve as a role model for appropriate conduct on a college campus
- Provide guidance and supervision to students (ages 13-18) and undergraduate residential staff
- Maintain student and staff confidentiality
- Schedule and prepare for nightly recreational activities
- Attend and supervise weekend outings
- Lead residential staff meetings
- Set up and maintain residence hall office and other storage rooms, including ensuring that all necessary supplies are accounted for and kept in stock
- Coordinate religious services shuttles and daily class shuttles for students who cannot walk/bike

- Prepare and distribute daily announcements for residential staff and 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

Schedule:

The table below shows a typical week of on-call shifts for the two SRAs who switch every 24 hours at 5 pm each day of the program. With alternating shifts, this schedule would be true for the 1st and 3rd weeks of the program, while the 2nd and 4th weeks of the program would be the opposite schedule (switch SRA 1 and 2). SRAs must be on campus (or running assigned errands) and able to respond immediately during the hours they're scheduled to work but may not be actively working during all those hours. Below are some expected exceptions to this schedule:

Key
SRA 1
SRA 2

- Pre-program preparation hours will be limited and can be scheduled around the student's other commitments
- All residential staff work the same hours during the training week and on Opening and Closing days

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
12 am							
1 am							
2 am							
3 am							
4 am							
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
7 am	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8 am	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
9 am							
10 am							
11 am							
12 pm	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
1 pm	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
2 pm							
3 pm							
4 pm							
5 pm	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
6 pm	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
7 pm							
8 pm							
9 pm							
10 pm	Quiet Hours Start	Quiet Hours Start	Quiet Hours Start	Quiet Hours Start	Quiet Hours Start	Quiet Hours Start	Quiet Hours Start
11 pm							