Interested in a Summer Job working with High School Students in STEM?

COSMOS SUMMER RESIDENTIAL ASSISTANT

FREE Housing & Meals provided for the month!
Program Dates: July 10- August 5

THE CALIFORNIA STATE SUMMER SCHOOL FOR MATHEMATICS AND SCIENCE (COSMOS) AT UC IRVINE IS IN SEARCH OF POSITIVE ROLE MODELS TO SERVE AS RA’S FOR A GROUP OF ACADEMICALLY MOTIVATED AND TALENTED HIGH SCHOOL STUDENTS.

Interested? Send a letter of interest and your resume to:
Elizabeth Crook
COSMOS Director
e.crook@uci.edu
Job Posting Announcement
Apply Today!

COSMOS Summer Resident Assistant (RA)

Working Title: Resident Assistant (RA)
Limited term position
Multiple positions available
Pay rate: $16.00 per hour
Additional perks: UCI housing and meals provided during program dates
(Open to current UCI undergraduate or graduate students or recent graduates)

Summary:
The COSMOS Summer Program Resident Assistant (RA) will be responsible for various administrative duties and supporting staff and faculty with planning and implementation for the four (4)-week, summer COSMOS (California State Summer School for Mathematics and Science) program.
The 2022 COSMOS program will take place on campus from July 10-August 5.

Under supervision of the COSMOS Assistant Director, the incumbent will be responsible for:
- Providing administrative and program support before, during, and after the COSMOS summer program
- Organizing program materials and planning, coordination, advertisement, and support of all student events/activities
- Working as team member with other COSMOS staff and resident assistants (RAs)
- Serving as a resident assistant (RA) to oversee a group of high school students in on-campus housing.

Incumbent will live in on-campus housing during the program (room and board provided by COSMOS during the program dates*), and will:
- Assist in the implementation of the COSMOS program;
- Ensure the program objectives are being maintained and oversee the safety and well-being of participants in the program; keep track of student attendance
- Be on full-time during the designated work hours
- Uphold the program rules/policies in the residence halls and on UCI premises and scheduled fieldtrips
- Coordinate recreational activities and supervise residential and extracurricular activities with a team
- Maintain a positive college-going culture by serving as a role model and mentor to participants
- Ensure all participating students follow the rules and regulations
- Take appropriate actions in emergency situations and contact appropriate people in the case of an emergency
- Assist staff with disseminating and collecting all necessary paperwork and materials
- Provide assistance during move-in and move-out days
- Additional tasks as assigned

Resident Assistant must attend/complete all required training sessions which includes CPR training, First Aid training, and COVID-19 related training (dates TBA) and must pass pre-employment background check.
**Required Knowledge, Skills and Abilities**

- Current UCI student (undergraduate or graduate) with a minimum 2.5 GPA and in good academic standing, or, recent graduate
- CA Driver’s License strongly preferred, but not required
- Must have the maturity and responsibility to oversee high school students and uphold program policies and procedures
- Previous experience working with high school students (preferred, but not required)
- Outgoing and friendly; excellent interpersonal skills and ability to build positive rapport with students
- Ability to take initiative, be responsible, and be a team player
- Demonstrated record of leadership, maturity, and academic excellence
- Ability to work effectively with diverse populations and within a team environment
- Ability to work independently and follow through on assignments with minimal direction
- Effective decision-making skills; flexible and assertive
- Capacity for discretion, diplomacy, and confidentiality
- Excellent written and oral communication skills, organization skills, and attention to detail
- Flexibility to meet changing needs of the program
- Must have flexibility in schedule leading up to, during, and after the program
- Must be available to work all program days and during specified hours for all COSMOS summer program dates, including weekends: (July 10 - August 5, 2022)
  - Must reside and take meals in the residence hall during the designated work hours
  - Must pass pre-employment background check
  - Must be able to provide proof of a negative TB Test (within the last 3 years)
  - Must be willing to attend/complete all required training sessions which includes CPR training, First Aid training, and COVID-19 related training (dates TBA)

Pay rate: $16.00 per hour
Additional perks: UCI housing and meals provided during program dates

*2022 Program is anticipated to take place in-person on the UCI campus.
COSMOS is committed to upholding the highest safety standards for our students and staff. We continue to follow guidance from the UCI campus authorities as well as federal, state and county governing agencies.

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**About UCI COSMOS (California State Summer School for Mathematics and Science)**
COSMOS is an intensive four-week program for talented high school students. Students apply to a specific “cluster”, with each cluster addressing advanced topics in science, technology, engineering, and math (STEM). Students have the unique opportunity to engage with distinguished university faculty, work on a research project, and explore topics that extend beyond the typical high school curriculum.
https://www.cosmos.uci.edu/

**About UCI’s Center for Educational Partnerships**
The University of California Irvine’s Center for Educational Partnerships creates collaborations that support preparation for and success in higher education. Our focus is on equity and access for all students in order to achieve the University of California’s goal of academic excellence.

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**Apply today or reach out with any questions!**
Elizabeth Crook, COSMOS Director
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