

UCLA COSMOS – Senior Residential Assistant

Employment Dates: July 5 – August 2, 2025

- *Program Dates:* July 6 – August 2
- *Training Dates:* TBD (June 2025)

Program Description: The California State Summer School for Mathematics & Science (COSMOS) program at UCLA is a four-week summer residential program for high school students who have demonstrated an aptitude for academic and professional careers in science, technology, engineering, and mathematics (STEM) subjects. Students participate in one of the topic specific cluster areas taught by the UCLA faculty. The academic and residential components of the COSMOS program offer these students a first glance at the college experience. COSMOS fosters its students' interests, skills, and awareness of educational and career options in STEM fields through challenging curricula that are both hands-on and lab-intensive.

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. They assist in the development of programs that promote social and academic growth. Senior RAs manage schedules for all RAs and lead meetings daily and reside in the residence halls during the program. They coordinate and supervise extracurricular activities with a team and uphold the program rules and policies in the residence halls and on the UCLA campus. 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.

While there is no academic component for this position, best efforts will be made to place RAs with their preferred cluster. Descriptions for all this year's clusters can be found [here](#).

Position Qualifications:

Required:

- UC Undergraduate student (at least Junior standing)– registered at least through Summer 2025 with a minimum 2.5 GPA
- CPR and First Aid certified prior to the start of the program dates
- Clear a pre-employment criminal background check
- Must be available to work during specified hours for all COSMOS summer program dates (and dates leading up to the program, including weekends: (July 6 - Aug 2, 2025* subject to change)
- Commitment to stay at dorms during overnight shifts
- Available during all on-call hours or on-call exceptions
- 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 and/or prior experience working with children
- Ability to take initiative, be responsible, and be a team player
- Leadership Experience
- Sensitive to difference
- Flexible and assertive
- Ability to lift up to 30 pounds

Duties and Responsibilities:

- Schedule and prepare nightly recreational activities with the RAs
- Attend and supervise weekend outings
- Provide guidance and supervision to students (ages 13-18) and undergraduate residential staff
- Maintain student and staff confidentiality
- Demonstrated experience managing peers
- Ability to assess needs and concerns of high school students
- Experience working in a multicultural environment
- Uphold program rules in the residence halls, on UCLA premises and scheduled field trips
- Skill in communicating effectively with different groups (faculty, staff, students, parents, etc.)
- Serve as a role model for appropriate conduct on a college campus
- Assist staff with disseminating and collecting all necessary paperwork and materials
- Lead residential staff meetings
- Facilitate morning/nightly announcements with students
- Prepare and submit paperwork (such as incident reports, activity logs, etc.)
- Assist in the move-in and move-out of program materials into resident halls
- Set up and maintain residence hall office and other storage rooms, including ensuring that all necessary supplies are accounted for and kept in stock
- Ensure safety and welfare of students by enforcing rules and addressing conduct issues
- Take appropriate actions in emergency situations and contact appropriate people in the case of an emergency
- Complete any additional duties assigned during the program in a timely manner
- Senior RAs are expected role model positive behavior and represent UCLA in accordance with the [True Bruin Values and the UCLA Principles of Community](#) even when not actively performing job functions.