

UCLA COSMOS – Teaching Instructor

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: Teaching Instructors (TIs) work as part of the Residential Staff for COSMOS, primarily covering the academic day. They are responsible for, but not limited to, supervision of high school students, attendance of all classes and academic outings, programming a limited number of nightly activities, policy enforcement, conflict mediation, overall safety and security of students, and assistance with crisis management and emergency response. TIs partner with a Residential Assistant (RA) who are both assigned to one group of students (a cluster), for whom they will be the primary leaders. Both will also work for the program as a whole, supporting students from all clusters when needed. TIs generally work every day (except Saturdays) 8:00 am – 5:30 pm, and one weeknight. TIs are required to remain at the dorms overnight during the weekly on-call weeknight to respond to any student emergencies that may arise. Space at the dorms is provided during shifts when the TIs must be present overnight.

As there is an academic component to this position, it is preferred that TIs be familiar with the topics covered by the cluster. Best efforts will be made to place TIs with their preferred cluster. Descriptions for all this year's clusters can be found [here](#).

Position Qualifications:

Required:

- UC Undergraduate student – 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:

- Experience with the cluster topic
- Experience managing youth groups and/or prior experience working with children
- Ability to assess needs and concerns of high school students
- Ability to work effectively with diverse population of students and staff

- Excellent interpersonal skills and able to build positive rapport with other students
- Ability to lift up to 30 pounds

Duties and Responsibilities:

- Provide guidance and supervision to students ranging from ages 13-18
- Oversee 20-25 high school students in cluster courses
- Attend and supervise all academic classes and outings
- Uphold program rules in the residence halls, on UCLA premises and scheduled field trips
- Assist staff with disseminating and collecting all necessary paperwork and materials
- Attend residential staff meetings
- Facilitate morning/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
- 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
- Teaching Interns (TIs) are expected to 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.