

UC Davis COSMOS – Teaching Intern



Employment Dates: July 5 – August 5, 2023

- *Training Week:* evenings of July 5 – 7, full day July 8
- *Program Dates:* July 9 – August 5 (see schedule for additional information)

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: Teaching Interns (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 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. 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. Space at the dorms is provided during shifts when the TIs must be present overnight.

As there is an academic component to this position, ***TIs must be familiar with the topics covered by the cluster.*** Descriptions for all this year's clusters can be found [here](#).

Position Qualifications:

Required:

- UC Davis Undergraduate student – registered at least through Summer 2023
- CPR and First Aid certified prior to the start of the 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
- Experience with cluster topic
- Able to complete the duties and responsibilities required of the position
- Flexibility to meet changing needs of the program

Preferred:

- Experience managing youth groups
- Ability to assess needs and concerns of high school students
- Experience working in a multicultural environment
- Ability to lift up to 30 pounds

Duties and Responsibilities:

- Provide guidance and supervision to students ranging from ages 13-18
- Provide personal support to students
- Attend and supervise all academic classes and outings
- Serve as a role model for appropriate conduct on a college campus
- Attend residential staff meetings
- Facilitate morning/nightly announcements with students
- Prepare and submit paperwork (such as incident reports, weekly reports, 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 schedule below shows a typical work week during the program for RAs and TIs. The color of the block indicates who is responsible for responding to all student needs at that time. Staff must be on campus and able to respond immediately during the hours they're scheduled to work but may not be actively working during all those hours. Scheduled and required events or activities will be shared with the staff during the training week prior to the start of the program. Below are some expected exceptions to this schedule:

Key
Resident Assistant
Teaching Intern
Both

- All residential staff work the same hours during the training week and on Opening and Closing days
- If a field trip requires leaving or returning outside of scheduled hours, the staff member's hours will be shifted for that day (cluster specific schedules will be made available during training week)
 - **Cluster 4:** This cluster will have nighttime academic field trips that the TI is required to attend; later start times for the following day will be indicated in the cluster specific 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							
7 am	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
:30	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8 am	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
:30							
9 am							
:30							
10 am							
:30							
11 am							
:30	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
12 pm	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
:30	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
1 pm	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
:30							
2 pm							
:30							
3 pm							
:30							
4 pm							
:30							
5 pm	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
:30	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
6 pm	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
:30	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
7 pm							
:30							
8 pm							
:30							
9 pm							
:30							
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							
:30							