



Resident Director— Math Olympiad Program

May 30 - June 26, 2024 with training in advance

Location: Carnegie Mellon University, Pittsburgh, PA

The Mathematical Association of America (MAA) Mathematics Olympiad Program (MOP) is designed to broaden students' views of mathematics while enhancing their excitement toward further study. MOP is situated within the MAA American Mathematics Competitions (AMC) and serves as the AMC's training initiative that focuses on long-term development for students with exceptional mathematical abilities. The Mathematics Olympiad Program (MOP) aims to substantially supplement the mathematical instruction that students typically receive in school, by teaching advanced mathematical theorems and techniques that are typically encountered in the university, and to significantly improve students' problem-solving skills.

Resident Director for Mathematical Olympiad Program (MOP)

The MAA MOP Residential Director position is a seasonal, renewable term appointment, reporting to the MAA Director of Competitions Operations. The MOP Residential Director appointment will begin onsite at Carnegie Mellon University May 30, 2024 with additional flexible training days beforehand TBD.

Duties include ensuring that students adhere to the MOP disciplinary rules, arranging and conducting social activities, living in the same dormitory as the MOP students, and supporting operational aspects for the running of the program (to include camp registration, ordering of supplies, closing camp office, etc.). Preference will be given to applicants with strong leadership skills and professional experience running a similar operation.

The compensation for this position is a \$7,000 stipend plus room and board. Onsite duties begin Thursday, May 30, 2024, and end Wednesday, June 26, 2024. There is an option for a multi-year contract.

Description of Duties

The Resident Director will:

- Maintain oversight of all residential staff, including direct-reports as well as other summer staff members to assure compliance with all policies regarding staff behavior, personnel policies, and other relevant standards.
- Collaborate with Instructors and University staff.
- Ensure that staff and students have a safe, fun, positive, fulfilling, and educational summer camp experience that supports growth and retention.
- Support delivery of the pre-program training materials in coordination with MAA AMC staff.
- Oversee student conduct and discipline as well as health and safety.
- Manage the wrap-up of their campus location.

- Act as the primary liaison with parents of students and serve as a positive and effective communicator on all issues regarding the teens in their care.
- Live onsite during summer camp season.

Additional Responsibilities

- Provide overall program and staff leadership.
- Develop relationships with the host campus and ensure the facility is well maintained.
- Provide oversight of on-campus housing assignments.
- Establish procedures for handling all student and parent inquiries and information, including health and behavioral issues, keeping in close communication with MAA staff
- Assist in preparing and conducting Staff Training Day
- Prepare an evaluation & summary report of the current season including inventories, staff evaluations, student & staff disciplinary reports & recommendations for the following season.
- Direct and monitor crisis management plan, including emergency procedure rehearsals.
- Oversee a clearly defined risk-management plan that summer programs follow
- Establish procedures for handling all student and parent inquiries and information, including health and behavioral issues, keeping in close communication with School administration
- Continually assess the overall program to see if there are any changes that need to be made for optimum functioning

Qualifications/Experience

- At least two years of experience working with adolescents in an instructional or supervisory capacity such as in a summer camp, after-school program, or related program
- Strong interpersonal skills and sound judgment
- Prior or present leadership within an educational environment
- Ability to make decisions and respond calmly in stressful situations
- Experience in a physically and mentally demanding environment that requires you to be a problem-solver and on the move every day
- Ability to work collaboratively with others
- Strong organizational abilities to oversee the planning and day-to-day operations of camp
- Strong culture and relationship builder who actively engages and builds relationships with families, staff, and students
- The ability to communicate in a direct and sensitive fashion with students, parents, and staff
- Professional demeanor and strong work ethic
- Strong leadership abilities, management and organizational skills
- Ability to obtain Pennsylvania child security clearances
- Ability to obtain First Aid, and CPR certification or valid certification prior to the first program start date

Preferred Qualifications:

- Supervisory experience strongly preferred
- Demonstrated effectiveness in supervising RAs, team building, and leadership
- Prior success with creating innovative ideas for summer programming
- A valid driver's license

Application Process:

- Please submit Resume, Letter of Interest, and contact information for three references to hr@maa.org

Application will be reviewed beginning Mar 1, 2024 and will continue until position is filled

Equal Opportunity Employer