

Summer Employment at Carnegie Mellon University

Residence Assistant for Mathematical Olympiad Program

Undergraduate summer employment at Carnegie Mellon University is available with the Mathematical Association of America (MAA) Mathematical Olympiad Program (MOP). MOP is a four-week summer school for extremely talented high school students from around the world.

Duties include living in the same dormitory as the MOP students and ensuring that students adhere to the MOP disciplinary rules, as well as providing, arranging, and conducting social activities and supporting operational aspects for the running of the program (to include camp registration, ordering of supplies, closing camp office, etc.). Applicants should have finished their sophomore year of college by the start of the program. Preference will be given to applicants with strong academic records and strong social skills. Prior experience with MOP or a similar summer program is preferred, but not required.

Further information is available below. Stipend for four week period is \$2,500. Housing is included (in the same campus housing as the students) as well as a campus meal plan. Duties begin Saturday, May 31, 2020, and end Thursday, June 25, 2020.

Contact Jennifer Barton, Director of Competitions Operations, at the MAA by e-mailing a cover letter and resume to jbarton@maa.org. Applications will be reviewed and applications will be accepted until four positions are filled.

Resident Assistant – Math Olympiad Summer Program

Description

- The Resident Assistant ensures that students have a safe, fun, positive, fulfilling, and educational summer camp experience.
- The RA will ensure students are safe each evening for daily check-ins.
- The RA will plan and facilitate 2-3 activities for the students to possibly include city tours, amusement park visits, etc.
- We are seeking a dynamic individual who is a great leader with students.
- He/she will be responsible for student conduct, discipline, health, and safety. He/she will collaborate with all Instructors, Teaching Assistants, and fellow Resident Assistants, in addition to working with university staff.
- The Resident Assistant will oversee the wrap-up of his/her campus location. This includes the pack-up of program.
- The Resident Assistant must have strong ability to effectively multi-task, have excellent customer service skills, and be a team player. Must be able to prioritize, troubleshoot and multitask in a fast paced environment.
- Must live onsite during summer camp season.

Responsibilities

- The RA will maintain oversight of all students to assure compliance with all policies regarding student behavior.
- The RA will support operational aspects of the program to include setting up of program office, maintaining supplies, closing of office and other operational duties as needed by MOP Director and Director of Competitions Operations.

- Provide overall program and staff leadership.
- Develop relationships with host campus and ensure all facilities are well maintained.
- Provide oversight of on-campus housing assignments.
- Support Director of Competitions Operations in establishing & maintaining excellent communication with students and parents, including communication about health and behavioral issues
- Maintain close communication with Director of Competitions Operations and MOP Director
- Continually assess the overall program to see if there are any changes that need to be made for optimum functioning
- Direct and monitor crisis management, including emergency procedure rehearsals.
- Organize and facilitate field trips
- Promote an atmosphere of high morale, safety & wellbeing among students and staff.

Qualifications/Experience

- Experience working with youth required
- Supervisory experience preferred
- Minimum 25 years of age preferred
- Background that includes a combination of teaching, administration, or residential life, and a commitment to excellence in education.
- 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.
- Prior success with creating innovative ideas for summer programming
- Ability to work collaboratively with others
- Strong leadership abilities, management and organizational skills
- CPR + First Aid Certification (valid certification prior to the first program start date)
- Administrative and logistical experience
- The ability to communicate in a direct and sensitive fashion with students, parents, and staff
- Energetic and possess a stamina and endurance: program days are full!
- Professional demeanor and strong work ethic
- Ability to work independently and lead, support and encourage a staff team
- 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 is required.
- Strong interpersonal skills and sound judgment is required.
- A valid driver's license is required.