

Summer Employment at Carnegie Mellon

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). The 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, ensuring that students adhere to the MOP disciplinary rules, providing and 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 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, June 1, 2019, and end Wednesday, June 26, 2019.

Contact Jennifer Barton at the MAA office by e-mailing jbarton@maa.org. Applications will be reviewed and applications will be accepted until position is filled.

Resident Assistant – Math Olympiad Summer Program

Description

- The Resident Assistant supports the Resident Director in ensuring that students have a safe, fun, positive, fulfilling, and educational summer camp experience that supports membership growth and retention.
- The RA will ensure students are safe each morning and 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 supervise, collaborate with all Instructors and 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, personnel policies, and other relevant standards.

- 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. Provide overall program and staff leadership.
- Communicate with families.
- Develop relationships with host campus and ensure facility is well maintained.
- Provide oversight of on-campus housing assignments.
- Oversee use of the campus and all facilities for summer programs
- Support Director in establishing 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
- Assist the Executive Director in establishing & maintaining excellent communication with student parents and families.
- Direct and monitor crisis management, including emergency procedure rehearsals.
- Assist with organization and preparation of field trips.
- Promote an atmosphere of high morale, safety & well being among students, staff & the camp family.

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
- Leadership and supervisory experience
- Experience working with children and adolescents required.
- Ability to supervise, motivate and manage students and staff
- Previous experience as an Assistant Camp Director, Program Director or Leadership Staff
- Student or college campus residential life experience
- CPR + First Aid Certification (valid certification prior to the first program start date)
- Administrative and logistical experience
- 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
- 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.

Frequently Asked Questions

As the MOP resident assistant you will interact closely with the MOP student participants. You will help to shepherd and mentor some of the most talented mathematics students from around the world through one of their most important periods of social, emotional, and intellectual development. In addition, you will provide local support for the MOP instructors who are also living in the dorms with the students. You will report directly to MOP Director, Dr. Po-Shen Loh of the CMU Mathematics Department.

For any inquiries related to employment at PGSS, please do not hesitate to send questions to our help address.

Q: What responsibilities will I have as the MOP RA?

The RA is required to live in the program dormitory with the students and is expected to stay in the dorm every night for the duration of the program. A large -- though intangible -- part of your duty as a counselor is to facilitate the formation of a collaborative and safe community for all members of the program, and other duties are essentially means to this end. You may take kids on field trips to museums, movie theaters, amusement parks, bowling alleys, public parks, or more. Students may request the RA to accompany them during weekend or evening trips to areas surrounding the CMU campus. The RA is also required to enforce the rules of the program, which require students to be present for all academic sessions on time and to sign in to the dorm on time each night in addition to other rules.

Q: Do we have any free time or days off?

There are no days off, but the RA will have free time during the day while the students are in classes. This will allow the RA to be simultaneously enrolled in CMU or Pitt summer courses.

Q: What qualifications should I have?

The RA must have a valid driver's license in case the need arises to take students for medical care.

Q: Are meals included?

Yes, the RA will have the same campus meal plan as the participating students and a per diem allowance for the time before students arrive and after they leave.

Q: When do we arrive and leave?

The RA should arrive June 1 in order to prepare for student arrival, and should plan to depart on June 24.

Q: Are the students typically well-behaved?

These students are among the best in the world at mathematics competitions, but they are also well-rounded, normal teenagers. They are highly motivated to succeed in the program and so are generally mindful of program rules.