

Resident Assistant – Math Olympiad Summer Program

June 5 – 29, 2022

Summer Employment at Carnegie Mellon

Resident 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 - \$3,000 based on experience. Housing is included (in the same campus housing as the students) as well as a campus meal plan. Duties begin Sunday, June 5, 2022, and end Wednesday, June 29, 2022.

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.

Description

- The Resident Assistant (RA) ensures that staff and students have a safe, fun, positive, fulfilling, and educational summer camp experience that supports membership growth and retention.
- The RA will maintain oversight of all 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.
- We are seeking a dynamic individual who is not only a great manager and administrator but believes in our mission.
- The RA will deliver the pre-program trainings (virtual and in-person) in coordination with HQ staff.
- The RA will be directly responsible for student conduct, discipline, health, and safety and will supervise, collaborate with and lead all Instructors and Resident Advisors, in addition to working with university staff.
- The RA will oversee the wrap-up of the assigned campus location. This includes the pack-up of program.

- The RA 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

- Provide overall program and staff leadership.
- Manage staff, ensuring quality instruction, safety and overall student experience.
- 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
- 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
- The RA will be the primary liaison with parents of students through the month and will be a positive and effective communicator on all issues regarding the teens in their care.
- Assist the Executive Director in preparing and conducting Staff Training Day
- Assist the Executive Director in establishing & maintaining excellent communication with student parents and families.
- Prepare an evaluation & summary report of 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.
- Assist with organization and preparation of field trips.
- Promote an atmosphere of high morale, safety & well-being among students, staff & the camp family.
- Constantly monitors programs, staff and participants to ensure safety procedures

Qualifications/Experience

- Experience working with youth required
- Supervisory experience preferred
- Background that includes a combination of teaching, administration, or residential life, and a commitment to excellence in education
- 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
- 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
- Strong organizational abilities to oversee the planning and day-to-day operations of camp
- Previous experience as a Resident Assistant
- Student or college campus residential life experience
- CPR + First Aid Certification (valid certification prior to the first program start date)
- Mastery, experience, and passion relating to and working with teenagers and young adults
- Administrative and logistical experience
- Ability to organize, monitor, and uphold crisis management plan and regular safety procedures
- Exceptional planning, prioritization and execution skills
- 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.
- Demonstrated effectiveness in supervising peers, team building, and leadership is also required.
- A valid driver's license is required.
- Lifeguard Training, First Aid, and CPR certification are preferred.

To apply please send cover letter and resume to Jbarton@maa.org

Equal Opportunity Employer