



# Resident Assistant – Math Olympiad Program

Summer Employment at Carnegie Mellon-- June 4-28, 2023

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 leadership and social skills. Prior experience with MOP or a similar summer program is preferred, but not required.

Further information is available below. Stipend for a 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 4, 2023, and end Wednesday, June 28, 2023.

Applications will be reviewed and accepted until the position is filled.

## Description

- The Resident Assistant ensures that staff and students have a safe, fun, positive, fulfilling, and educational summer camp experience that supports membership growth and retention.
- They will deliver the pre-program training materials (virtual and in-person) in coordination with the Resident Director.
- They will assist with monitoring student conduct, discipline, health, and safety.
- The Resident Assistant will oversee the wrap-up of the campus location. This includes the pack-up of the 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

- 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
- 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 Resident Assistant 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 Resident Director in preparing and conducting Staff Training Day
- Assist the Resident Director in establishing & maintaining excellent communication with student parents and families.
- 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
- 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 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 interpersonal skills and sound judgment

Preferred Qualifications:

- Previous experience as a Resident Assistant
- A valid driver's license
- Lifeguard Training, First Aid, and CPR certification
- PA child security clearances

**To Apply: Send cover letter and resume to [hr@maa.org](mailto:hr@maa.org)**