



# Resident Director– Math Olympiad Program

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

Resident Director for Mathematical Olympiad Program

**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 an seasonal, renewable term appointment, reporting to the MAA Director of Competitions Operations. The MOP Residential Director appointment will begin on June 1, 2023.

Duties include ensuring that students adhere to the MOP disciplinary rules, providing and 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 professional experience running a similar operation and strong leadership skills.

The compensation for the four week period is \$7,000. Housing is included (in the same campus housing as the students) as well as a campus meal plan. Duties begin Thursday, June 1, 2023, and end Wednesday, June 28, 2023.

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

## Description of Duties

The Resident Director 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.
- 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 HQ staff.
- direct for student conduct, discipline, health, and safety. He/she will supervise, collaborate with and lead all Instructors and Resident Assistants, in addition to working with university staff.
- will oversee the wrap-up of his/her campus location. This includes the pack-up of the program.
- act as 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.
- 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 HQ
- Assist the MAA AMC Director 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.

### 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
- Demonstrated effectiveness in supervising RAs, team building, and leadership
- Prior or present leadership within an educational environment
- 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
- Strong leadership abilities, management and organizational skills

**Preferred Qualifications:**

- Supervisory experience strongly preferred
- A valid driver's license
- Lifeguard Training, First Aid, and CPR certification
- PA child security clearances

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