



Resident Assistant – Math Olympiad Program

May 31 - June 26, 2024 with training in advance

Location: Carnegie Mellon University, Pittsburgh, PA

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 Assistant for Mathematical Olympiad Program

The MAA MOP Resident Assistant position is a seasonal, renewable term appointment, reporting to the Resident Director and the MAA Director of Competitions Operations. Duties include living in the same dormitory as the MOP students, ensuring that students adhere to the MOP disciplinary rules, assisting with 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 undergraduate 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.

The compensation for this position is a \$2,500 - \$3,000 stipend based on experience plus room and board. Onsite duties begin Friday, May 31, 2024, and end Wednesday, June 26, 2024.

Description of Duties

A Resident Assistant will

- Be part of a team that ensures that staff and students have a safe, fun, positive, fulfilling, and educational summer camp experience that supports membership growth and retention.
- Maintain oversight of all students to assure compliance with all policies regarding behavior, policies, and other relevant standards.
- Support the Resident Director with student conduct, discipline, health, and safety.
- Assist with the wrap-up of their campus location.
- 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.

- Live onsite during summer camp season.

Additional Responsibilities

- Manage students, ensuring safety and an overall quality student experience
- Communicate with families
- Develop relationships with the host campus and ensure the facility is well maintained
- Provide oversight of on-campus housing assignments
- Supervise use of the campus and all facilities for summer programs
- Act as a liaison with parents of students through the month and serve as 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.
- Follow a 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.

Qualifications/Experience

- 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
- Ability to work collaboratively with others
- Strong leadership abilities, interpersonal skills, organizational skills and sound judgment
- Ability to supervise, motivate and manage students
- Strong organizational abilities to support the day-to-day operations of camp
- 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
- Professional demeanor and strong work ethic
- Ability to work independently and support and encourage a staff team
- Ability to obtain Pennsylvania child security clearances
- Ability to obtain First Aid, and CPR certification or valid certification prior to the first program start date

Preferred Qualifications:

- 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
- Student or college campus residential life experience
- A valid driver's license

Application Process:

- Please submit Resume, Letter of Interest, and contact information for three references to hr@maa.org

Application will be reviewed beginning Mar 1, 2024 and will continue until position is filled

Equal Opportunity Employer