



seeking Classroom and Technology Assistant

MathPath, an international residential 4-week summer camp for 11-14 year olds highly gifted in mathematics, seeks to fill the position of **Classroom and Technology Assistant**.

MathPath has a Classroom and Technology Associate, who cannot be present for the entire duration of MathPath this summer. The Classroom and Technology Associate will train this new Assistant so that this person can take over that job completely for the last two+ weeks.

It is strongly preferred that this person be on the job for the whole staff employment period (June 27, 2019 – July 30, 2019). There will be general administrative work in the first week in addition to technology-position training. However, if necessary, this person may arrive as late as the start of the second week (Sunday, July 7, 2019 – July 30, 2019).

This person will also work closely with the Academic Director and Camp Director and will serve as an administrative assistant to the rest of the Senior Staff of MathPath as needed.

This person will live on campus along with the other staff and faculty. There is work to be done at mealtimes, evenings and weekends. A workday can go 8am-10:30pm. However, if this person is local, with careful planning it should be possible to arrange some overnights and/or occasional meals at home. Local in 2019 means near Grand Valley State University in Allendale, Michigan. MathPath cycles to various locations around the country from year to year.

Base compensation for this person, if present for the entire camp, will be \$4000 (USD), plus room, board, and reasonable travel expenses (but not for commuting). Compensation will be prorated if employment is shorter. Compensation may be increased if significant additional work pre-or post-camp is assumed or if the successful applicant has considerable relevant prior experience.

This job is one of three assistant positions being announced for the 2019 MathPath season. It may be that the successful candidates would like to shuffle the duties and the Camp Director and the other senior staff may find that agreeable. Applicants are encouraged to read all the job descriptions and to remark if they would like a different mix. However, the division of labor described in these flyers is the most likely. Any changes in duties will be at the discretion of the Camp Director.

Job Duties

- Be familiar with the host institution and the academic sites on-campus used by MathPath, including any policies that may affect MathPath
- Assign students to breakout classes (under direction of Academic Director) and produce and distribute rosters

- Meet new speakers and faculty prior to their first presentation to familiarize them with the facilities and prepare any presentation/IT needs
- Oversee the running of the MathPath Chromebook computer lab in the residence hall
- Data entry
- Produce copies of forms or handouts for Senior Staff or Faculty
- Facilitate remote conferencing as needed (via Zoom, Skype, or some similar application)
- Drive rental vans or cars, particularly on weekends for student trips, but also to generally assist
- Facilitate the packing and shipping of MathPath property at the end of the camp
- Other administrative duties as assigned (by Camp Director or other Senior Staff)

This position is initially for the 2019 camp only. After the camp, MathPath may choose to offer the person holding this position a multi-year opportunity, potentially including some work on an hourly basis in the off-season.

The MathPath camp is run by the MathPath Foundation, a 501(c)(3) tax-exempt organization.

Required Skills

- Excellent organizational skills
- Fluency with Microsoft Office (Excel, Word, PowerPoint) and GoogleSuite
- Experience with presentation set-ups and interfaces (such as one might find at a college or university lecture theatre); including connecting different devices to a display for audio, video, and microphone capabilities
- Experience with Internet computers such as Chromebooks
- Experience with Zoom, Skype, or other similar video conferencing applications

Minimum Qualifications

- Bachelor's Degree
- Interest/passion for puzzles/mathematics
- Driver's license (valid in the United States) and good driving record (ability to pass a driving background check)
- Eligibility to drive a rental car in the United States (age 25 or older)
- Eligibility to work in the United States
- Candidate must pass a background check before employment

Preferred Qualifications

- Bachelor's Degree in Mathematics or related field
- Experience troubleshooting classroom technology setups
- Experience troubleshooting audio/video setups

- Experience managing a stationary or mobile computer lab
- Experience working with MathPath or similar residential summer mathematics program
- Ability to multitask and work in a fast-paced environment

How to Apply

Send an email to the Camp Director, April Verser (april.j.verser@gmail.com), indicating your interest and qualifications, asking any questions, and offering times you are available for a phone or Skype interview. Also CC both the Executive Director, Prof. Stephen Maurer (smaurer1@swarthmore.edu) and the Classroom and Technology Associate, Gregg McCarty (gregg.mccarty@gmail.com).