



seeking Information Assistant

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

This person will work closely with the Camp Director, though occasionally will be autonomous. This person will also serve as an administrative assistant to the Senior Staff of MathPath as needed.

Base compensation for this position will be \$4000 (USD), plus room, board, and reasonable travel expenses to/from the camp session. Most of the work for this position will be done during camp (June 27, 2019 – July 30, 2019), during which time the Information Assistant will live on-campus along with the other staff and faculty. This person will have many mealtime, evening and weekend duties.

There will be some preparation work that will need to be done remotely requiring 5-10 hours of work/week in the 1-2 weeks prior to camp. There may be a small amount of remote work requiring 5 or fewer hours in the week after camp. Compensation may be increased if the successful applicant has considerable prior experience or if significant additional work pre-or post-camp is assumed.

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

- Manage and produce information to publish about what goes on at MathPath
- Update the website
- Help produce electronic documents requested by the host institution (in conjunction with Camp Director or Assistant to the Camp Director)
- Help produce electronic documents used by the staff to aid with various administrative functions such as assigning students to courses (in conjunction with the Classroom and Technology Assistant or Academic Director)
- Create and maintain social media accounts for MathPath publicity, including creating regular posts throughout the program
- Take daily photographs of students throughout the program in a wide range of activities

- Maintain the online photo stream
- Monitor incoming parent phone calls and email messages during the program
 - Respond to parents in a timely manner
 - Inform Directors of any situations requiring their attention
- Drive rental vans or cars, particularly on weekends for student trips, but also to generally assist
- 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, including a fair amount of off-season work on an hourly basis. Depending on interest and expertise, the appointee might be invited to prepare major revisions of the website, our Internet presence, and our internal documentation and software, as well as help us evaluate software packages for running our program.

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

Required Skills

- Excellent organizational skills
- Excellent interpersonal skills
- Fluency with social media platforms
- Fluency with Microsoft Office (Excel, Word, Powerpoint) and GoogleSuite
- Experience with blogging (including software and sites)
- Experience with Flickr or similar photo-sharing sites
- Confidence to edit raw HTML and experience with website editing software

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
- Photography experience (and equipment)
- Experience troubleshooting classroom technology setups, perhaps from working as a student associate for college IT department
- Experience with public relations and/or organizational social media

- 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 the Executive Director, Prof. Stephen Maurer, at smaurer1@swarthmore.edu.