



MathPath, an international residential summer program for 11-14 year olds highly gifted in mathematics, seeks to fill **three** positions of **Senior Staff Assistants**. Hired persons will work closely with the Program Director, Executive Director, and other Senior Staff of MathPath.

Base Compensation for this position will be \$4000 (USD), plus room, board, and reasonable travel expenses to/from the program session. Most of the work for this position will be done during the program (June 24, 2020 – July 29, 2020), during which time all Senior Staff Assistants must be living on-campus along with the other staff and faculty.

There will be some preparation work that will need to be done remotely requiring up to 30 total hours of work in the weeks before and after the program session. Compensation may be increased if the successful applicant has considerable prior experience or if significant additional work pre- or post-camp is assumed.

Successful candidates will be required to bring their own cell phone and their own computing device with wireless internet connection capabilities.

Possession with the intent to use or use of tobacco, drugs, or alcohol is not permitted while on the MathPath campus or while on duty, including cigarettes, e-cigarettes, all vapes/vaporizers, and any form of marijuana. Employees must never work under the influence of any controlled substance that has not been medically prescribed to them.

### **How to Apply**

Interested candidates should submit the following items via email to the Program Director, April Verser ([april.verser@mathpath.org](mailto:april.verser@mathpath.org)), CC the Interim Executive Director, Sam Vandervelde ([sam.vandervelde@mathpath.org](mailto:sam.vandervelde@mathpath.org)):

- **Letter of interest**, listing the 5-10 job duties you are most interested in/qualified for
- 1-2 page **resumé**, indicating related work experience
- List of **3 professional references**, including contact information

### **Job Duties – to be divided among assistants**

- Create schedules, rosters, check-lists, and other essential handouts for multiple situations
- Collaborate with Program Director to research and plan evening/weekend activities
- Monitor faculty arrival and departure needs, including housekeeping requirements
- Assist with shopping for students and program
- Personally assist Program Director (with organization, tracking tasks, etc)
- Assist with T-shirt design & order prior to MathPath session
- Manage and produce information to publish about what goes on at MathPath
- Help produce electronic documents used by the staff to aid with various administrative functions
- Update and maintain social media accounts for MathPath publicity, including photo stream
- Data entry and analysis
- Familiarize presenters with the facilities and prepare any presentation/IT needs
- Oversee the running of the MathPath Chromebook computer lab
- Facilitate remote conferencing as needed (via Zoom, Skype, or some similar application)
- Facilitate the packing and shipping of MathPath property at the end of the camp
- Act as a First Aid-Trained staff member as assigned and as needed
- Monitor incoming parent phone calls and email messages during the program

### **Job Duties – expected of all assistants**

- Drive rental vans or cars, particularly for student trips, but also to generally assist
- Be familiar with the host institution and the academic sites on-campus used by MathPath, including any policies that may affect MathPath
- Be familiar with MathPath policies/practices
- Other administrative duties as assigned (by Camp Director or other Senior Staff)

### **Required Skills**

- Excellent organizational skills
- Excellent interpersonal skills
- Fluency with Microsoft Office (Excel, Word, Powerpoint) and GoogleSuite
- Confidence in working autonomously
- Willingness to ask questions for guidance when uncertain

### **Preferred Skills (for certain job duties)**

- First Aid Certification (or willingness to obtain certification at direction and cost of MathPath)
- Fluency with social media platforms
- Experience with presentation set-ups and interfaces; including connecting different devices to display for audio, video, and microphone capabilities
- Experience with Zoom, Skype, or similar video conferencing applications
- 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
- Previous work experience with a summer program or in a Residential Life department

### **Minimum Qualifications**

- Bachelor's Degree
- Interest/passion for puzzles/mathematics
- Driver's license (valid in the United States) and good driving record
- 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, including a driving record check

### **Preferred Qualifications – for all positions**

- Bachelor's degree in Mathematics or related
- Experience working with MathPath or similar residential summer mathematics program
- Experience working with gifted students
- Ability to multitask and work in a fast-paced environment
- Ability to manage stress and strain in a work environment

### **Preferred Qualifications – for certain job duties**

- Photography experience (and equipment)
- Experience troubleshooting classroom technology setups
- Experience with public relations and/or organizational social media