



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

Base Compensation for this position will be \$4650 (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, 2025 – July 30, 2025), during which time all Senior Staff Assistants must be living on-campus along with the other staff and faculty. Second year Senior Staff Assistants will receive an additional \$350 and third year or more returning Senior Staff Assistants will receive an additional \$700 in compensation.

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-MathPath 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. Additionally, employees of MathPath must abide by the host institution's alcohol and drug policies. Mount Holyoke College prohibits the possession or use of any controlled substance including tobacco, drugs, and alcohol (including e-cigarettes and vapes/vaporizers) anywhere on their campus.

All persons in residence at MathPath (including senior staff assistants) must follow all policies of MathPath and all relevant policies of Mount Holyoke College.

How to Apply

Interested candidates should submit the following items via email to the Camp Director, April Verser (april.verser@mathpath.org), and CC the Executive Director, Lara Pudwell (lara.pudwell@mathpath.org):

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

Job Duties – expected of all assistants

- Drive rental vans or cars, such as for weekend student trips, running errands, etc
- 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)

Job Duties – to be divided among assistants

- Create schedules, rosters, check-lists, and other essential handouts for multiple situations
- Collaborate with Camp Director to research, plan, and execute evening/weekend activities
- Monitor faculty arrival and departure needs, including housekeeping requirements
- Assist with shopping for students and program
- Personally assist Camp 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
- Work closely with Senior Staff to facilitate and implement DEI activities
- Familiarize presenters with the facilities and prepare any presentation/IT needs
- Assist faculty and staff with IT or other classroom 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 program
- Act as a First Aid-Trained staff member as assigned and as needed
- Monitor and respond to select incoming parent phone calls and email messages during the program

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

Preferred Skills (for all job duties)

- Previous work experience with a summer program or in a Residential Life department
- 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

Minimum Qualifications

- Bachelor's Degree
- 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; ONE of the following:
 - US citizenship
 - Hold a US Resident Alien card
 - Possess or obtain at candidate's expense a US work permit that does not expire until after the final date of employment (July 31, 2025)
- Candidate must pass a background check before employment, including a driving record check

Preferred Qualifications

- Bachelor's degree in Mathematics or related field
- Interest/passion for puzzles/mathematics

All employees of MathPath 2025 will be required to comply with MathPath's guidelines and policies, including those relating to health and safety. **The Massachusetts Department of Health requires all attendees and staff at residential camps to have completed immunizations according to the current immunization recommendation schedules.** For more information on current policies, please check our website or write to Director Verser at april.verser@mathpath.org.

Force majeure, including public health, environmental, or other emergencies

MathPath will be constantly monitoring the advice of public organizations. If needed, MathPath reserves the right to make decisions to alter the program and/or this job description. These decisions may be made at any point leading up to the MathPath 2025 session with no prior notice.

MathPath expects to be held in-person. All hired senior staff assistants must be present on campus. *There will not be a hybrid option for this position.*