



## Job Opportunities in Summer Math Camp

The Math Corps at Cleveland State University is now accepting resumes for staff positions, both teaching and administrative, for our summer program. We are seeking dedicated, enthusiastic individuals who are passionate about working with children.

### Summer 2019 Camp Dates: June 17 – July 25, 2018

Camp hours are held from 9:30am - 2:30pm, Mondays through Thursdays. Staff is required to attend pre-camp staff meetings, camp days (per instruction schedule) and the Closing Ceremony held on the evening of July 26, 2018. Other required dates depend upon the staff position.

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#### General Qualifications:

- Baccalaureate degree required
- Experience working with students in grades 7-12
- Mathematics or Math Education background preferred
- Mathematics certification preferred

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The Math Corps at CSU is a combined academic enrichment and mentoring program that brings middle and high school students from the greater Cleveland area, together with college students, to teach mathematics to and learn from each other, while interacting with professional mathematicians in a university setting.

The Math Corps philosophy is based upon two principles:

1. Every student in the Math Corps is held to the highest standards and expectations with regard to both academics and character.
2. Every student in the Math Corps must be made to feel special and that he or she is part of a very supportive and caring "family".

For more information, please visit our website, [www.mathcorpsCLE.org](http://www.mathcorpsCLE.org).

For questions, contact Math Corps Program Coordinator, Lindsay Pier,  
at [l.pier@csuohio.edu](mailto:l.pier@csuohio.edu) or (216) 875-9704.

If interested, complete the application that follows and email to Ms. Pier  
along with resume and other supporting materials by **April 5<sup>th</sup>, 2019**.

## **Staff Positions Summary of Duties**

**Site Coordinator (SC):** The SC is responsible for the day-to-day operations that occur on site. With a team of approximately 13-15 college students, the SC monitors and assign daily tasks to College Assistants, oversees the need and distribution of supplies/copies for the staff and students, maintains organization of the staff office and ensures that all activities are staffed and prepped.

### *Required Dates of Attendance:*

Staff Meetings:	Wednesday, June 5, 4:00 – 6:00pm Friday, June 14 at 2:00 – 5:00pm
TA/PA Orientation:	Wednesday, May 29, 5:00 – 9:00pm
CA Training:	June 6 – 7, Thursday – Friday, 9:00am – 3:00pm
Camper Orientation:	Thursday, June 6, 5:00 – 9:00pm
Pre-Camp Set Up:	June 10 – 14 (approximately 30 hours)
Camp Dates:	June 17 – July 25, Mondays – Thursdays, 8:00am – 4:00pm Fridays, 8:00am – 12:30pm
Closing Ceremony:	Friday, July 26, 4:00 – 10:00pm
Post-Camp Breakdown:	Week of July 29 <sup>th</sup> (dates/times at the discretion of the SC)

**Grade Supervisor (GS):** The GS oversees one grade level (7s or 8s) of forty students in the camp and supervises the mentoring and tutoring conducted by the high school and college students. The responsibilities of the GS include supervising team time, coordinating before and after camp tutoring, communicating with parents, assisting the Dean with discipline, reading student journals, assisting with lunch monitoring, and teaching a class and/or activity. The GS communicates directly with the Dean of Students.

### *Required Dates of Attendance:*

Staff Meetings:	Wednesday, June 5, 4:00 – 6:00pm Friday, June 14 at 2:00 – 5:00pm
TA/PA Orientation:	Wednesday, May 23, 5:00 – 9:00pm
TA/PA Training*:	June 10 – June 13, Monday – Thursday, 9:00am – 2:30pm *may not need to be present for entire training
CI Training:	June 6 – 7, Thursday – Friday, 9:00am – 3:00pm
Camper Orientation:	Thursday, June 6, 5:00 – 9:00pm
Camp Dates:	June 17 – July 25, Mondays – Thursdays, 8:00am – 4:00pm Fridays, 8:00am – 12:30pm
Closing Ceremony:	Friday, July 26, 4:00 – 10:00pm

**Instructor:** Instructors are assigned to teach various math classes which range from topics such as Arithmetic and Algebra to Discovery to Logic and Proof. Instructors are offered and assigned courses based upon their level of mathematics studied and teaching experience. Instructors new to the program must be willing to teach using the method taught by Math Corps. Instructors are responsible for planning instruction, teaching the course, preparing/adjusting and grading assignments and assessments, recordkeeping, and managing student behavior.

### *Required Dates of Attendance:*

Staff Meetings:	Wednesday, June 5, 4:00 – 6:00pm Friday, June 14 at 2:00 – 5:00pm
Camp Dates:	June 17 – July 25, Mondays – Thursdays, 8:00am – 4:00pm
Closing Ceremony:	Friday, July 26, 4:00 – 10:00pm



**THE MATH CORPS AT  
CLEVELAND STATE UNIVERSITY**  
**2019 SUMMER CAMP**  
**SENIOR STAFF APPLICATION**



Position(s) interested in:  Site Coordinator  Grade Supervisor  Instructor  Other \_\_\_\_\_

NAME: \_\_\_\_\_ CSU ID: (CSU employees only) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
 HOME  WORK  CELL

DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_ GENDER: \_\_\_\_\_ ETHNICITY: (optional) \_\_\_\_\_

CURRENT EMPLOYER & JOB TITLE: \_\_\_\_\_

EMERGENCY CONTACT NAME: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ EMERGENCY CONTACT PHONE: \_\_\_\_\_  
 HOME  WORK  CELL

**Student Review Application Committee:**

**Are you interested in being part of the student application review process?**  Yes  No

If interested, please indicate the dates and times that you will be available within the time frames listed below.

Task	Dates/Times	Your availability
Application Evaluation	February 9 – April 19, Variable times	
TA Diagnostic Exam Proctor	Saturday, February 9, 10am Saturday, February 16, 10am Saturday, February 23, 10am Monday, February 25, 6:00pm Thursday, February 28, 6:00pm Saturday, March 2, 10am	
TA Interviews (Weekend)	Saturday, March 2, 12 – 4pm Saturday, March 9, 12 – 4pm Saturday, March 16, 12 – 4pm Saturday, March 23, 12 – 4pm Saturday, March 30, 12 – 4pm	
TA Interviews (Weekdays)	March 11 - 15, 3:30 – 6pm March 18 - 22, 3:30 – 6pm March 25 – 29*, 12 – 4pm <i>*Spring Break for most Cleveland-area Schools</i>	

**COURSE PREFERENCES:**

If interested in an **instructor position**, using the numbers 1 – 5, rank your course preferences. (We cannot guarantee that all requests will be met.)

**Seventh Grade Courses**

- \_\_\_ The Real Numbers
- \_\_\_ 7s Discovery
- \_\_\_ Afternoon Activities

**Eighth Grade Courses**

- \_\_\_ Operations on the Reals
- \_\_\_ 8s Discovery
- \_\_\_ Afternoon Activities

**High School Courses – TA’s**

- \_\_\_ Algebra I
- \_\_\_ Algebra II
- \_\_\_ Functions
- \_\_\_ Pre-Calculus
- \_\_\_ Intro to Calculus
- \_\_\_ Logic
- \_\_\_ Proof
- \_\_\_ Foundations of Adv. Math

*Information about each course can be found on the [Course Description & Schedule](#).*

**Please list any time constraints or scheduling conflicts.**

Summer 2019 camp dates: June 17 – July 25, Mondays – Thursdays, 8:00am – 4:00pm  
*actual hours worked determine by position/course schedule*

Staff Meetings & Training: Wednesday, June 5, 4:00 – 6:00pm  
 Friday, June 14 at 2:00 – 5:00pm

TA/PA Training: June 10 – 13, Monday – Friday, 9:00am – 1:30pm

Registration & Orientation: Thursday, June 6, 6:30pm

Closing Ceremony: Friday, July 26, 6:30pm

Please mail completed form with resume to:

**Math Corps at CSU, Attn: Lindsay Pier**  
**Cleveland State University**  
**2121 Euclid Ave, RT 1547**  
**Cleveland, OH 44115**

Or send via email to: [lpier@csuohio.edu](mailto:lpier@csuohio.edu)

--FOR OFFICE USE ONLY--

Date Received:	Database <input type="checkbox"/> Date/Initials:	Interview Date/Time:	Interviewed By Initials:
Working anywhere else?		If yes, number of hours:	
Comments:			
Offer: <input type="checkbox"/> Y <input type="checkbox"/> WL <input type="checkbox"/> N     Date:		Offer Accepted: <input type="checkbox"/> Y <input type="checkbox"/> N     Date:	
Position:		Course(s) & Times, if teaching:	
Compensation:			