THE MATH CORPS
AT CLEVELAND STATE UNIVERSITY

JOB DESCRIPTION – College Assistant

OVERVIEW

The college assistant (CA) is responsible for helping to ensure that each and every student has a safe, rewarding, enjoyable and academically successful experience. Specifically, the role of the CA is to help the Site Coordinator in organizing the site, supporting the Director and Dean in carrying out the day-to-day operations of the camp, and communicating daily events and issues with the Program Coordinator.

The CA's wear many hats in the program and can easily find themselves working as tutors, hallway supervisors, classroom assistants, room supervisors, lunch assistants, runners, setting up and cleaning up for various events, and many other tasks.

CA's are expected to serve as role models and/or mentors for the students they interact with and are expected to interact with as many students as possible.

RESPONSIBILITIES

College Assistants are expected to:
1. Attend the pre- and post- program meetings as needed.
2. Report and work during the following events and times as scheduled by the Program Coordinator:
   a. Registration and Orientation, 4:00 PM – 10:00 PM
   b. One week before camp to set up the site
   c. During the program, Mondays-Thursdays, from 8:00 AM - 4:00 PM, Fridays 8:00 AM – 1:00 PM
   d. Closing Ceremony, 4:00 PM – 10:00 PM
   e. 3-5 days post-camp to pack up, take inventory and clean-up site
3. Assist the Site Coordinator in setting up the site by:
   a. Moving supplies to the sites
   b. Organizing the staff room and supplies
   c. Taking inventory and requesting any supplies that may be needed
   d. Setting up the CI, Grade Supervisor, and Dean black bins
   e. Organizing supply packets for students by teams
   f. Setting up mailboxes
   g. Decorating the site
4. Perform jobs as assigned, which include:
   a. Breakfast room set-up, clean-up, and supervision
   b. Game room set-up, clean-up, and supervision

    c. Hall monitor-safety supervision

    d. Outside monitor-safety supervision

    e. Tutoring

    f. Special Projects

    g. Escorting students to lunch and lunch supervision

    h. Afternoon activities assistants

    i. Bus ticket distribution

    j. Running Conditional TA Math Workshops (after camp)

    k. Distribution and collection of paper work (curriculum, attendance/homework sheets) as directed by the Site Coordinator

    l. Transferring materials to and from Rhodes Tower as needed

5. Assist the Program Coordinator & Site Coordinator with Registration and Orientation.

6. Work the Closing Ceremony as needed performing certain tasks.

7. Assist in breaking down the site according to the Site Coordinator's directions.

8. Any other duties assigned by the Dean, Director, Program Coordinator, or Site Coordinator.

CA's are expected to arrive at least five minutes early before their scheduled starting time, sign in and report to the Site Coordinator. You will carry yourselves in a professional manner at all times whether on the job or not. You will also keep the Site Coordinator abreast of any potential implications to the safety of the all the students involved in the CSU Math Corps.