



# Epsilon Camp

## Job Description: Staff Assistant

Epsilon Camp is a two-week residential summer program serving exceptional young mathematicians (ages 7-12) and their families through an intensive student program and parent workshop. Epsilon Camp is seeking a qualified individual to fill a position of Staff Assistant. The person hired for this position will work closely with the Camp Director and other Epsilon senior staff.

Compensation for this position will be a base salary of \$2500, room and board, and travel expenses to and from camp. Epsilon Camp 2024 will run from Sunday, July 7 to Sunday, July 21 on the campus of Miami University in Oxford, Ohio. Staff Assistant must be on site from Wednesday, July 3 to Monday, July 22. In addition, a small number of tasks will need to be completed remotely in the weeks leading up to the program (see below).

### Responsibilities:

- Before camp:
  - Assist with researching and planning weekend field trips, including transportation
  - Assist with tracking of field trip sign ups, rosters, wait lists, waivers, and payments
  - Assist with assembling of spreadsheets required for family arrivals
- Technology:
  - Facilitate the setup of the camp office, including copier/printer setup
  - Ensure classroom technology readiness, including audio, video, microphones, etc.
  - Assist faculty and staff with IT or other classroom needs throughout the program, and facilitate interactions with the University tech support staff
  - Facilitate remote conferencing as needed (e.g., via Zoom)
  - Set up ways for staff members to communicate on site (e.g., GroupMe)
- Driving:
  - Perform last-minute shopping for camp office supplies, materials for faculty, etc.
  - Assist with transportation needs of faculty and staff, including arrivals and departures
  - Facilitate packing, unpacking, and shipping of camp property at the start/end of camp
- Operations (on site):
  - Facilitate interactions between families and Epsilon senior staff
  - Facilitate interactions between families and University staff
  - Oversee dining hall operations during camper meal times
  - Act as the camp representative during weekend field trips, and ensure their smooth operation by facilitating interactions with the host destinations and transportation providers, tracking attendance and cancellations, etc.
  - Assist with family check outs and departures
  - Miscellaneous operational tasks as assigned by the Camp Director

Qualifications:

- Excellent organizational and time management skills with high attention to detail, ability to multitask and work in a fast-paced environment
- Excellent interpersonal and communication skills, ability to work well with others in a collaborative team environment
- Strong conflict resolution skills and ability to problem solve
- Confidence in working autonomously, and willingness to ask questions for guidance when uncertain
- Rudimentary experience with setting up and troubleshooting classroom technology, including audio, video, projectors, microphones, etc. (note that University will provide tech support)
- Fluency with Google Workspace and video conference applications (e.g., Zoom)
- Possession of a well-functioning laptop with wireless internet connection capabilities
- Driver's license (valid in the U.S.) and a good driving record
- Eligibility to drive a rental car in the U.S. (age 25 or older), or access to a non-rental vehicle for the duration of the camp
- Eligibility to work in the U.S. (citizen or resident alien)
- Excitement for mathematics; preferably a student or degree holder in math or related field

Please send the following to [jobs@epsiloncamp.org](mailto:jobs@epsiloncamp.org):

- Cover letter, explaining how you heard about Epsilon Camp and detailing your interest in and qualifications for the position
- Resume listing related work experience
- Names, positions, and email addresses of two professional references

Use, or possession with the intent to use, of drugs, including any form of marijuana, is strictly prohibited while employed by Epsilon Camp. Use, or possession with the intent to use, of tobacco or alcohol is not permitted while on duty or on class days, or on evenings or nights preceding class days or field trips. This includes the use, or possession with the intent to use, of cigarettes, e-cigarettes, and all vapes/vaporizers. Employees must never work under the influence of any controlled substance that has not been medically prescribed to them.

Our contract with the University does not allow Epsilon Camp participants to serve, furnish, sell, or consume alcohol on campus grounds. In addition, smoking and all tobacco related products are prohibited in all University owned facilities and on all University owned grounds. Employees of Epsilon Camp must abide by Miami University's alcohol and drug policies.

COVID-19 vaccination requirements for Epsilon Camp staff will be announced during Spring 2024.

Please email Natalya Hung, Camp Director, at [natalya@epsiloncamp.org](mailto:natalya@epsiloncamp.org) with any questions.

**Application deadline: April 1, 2024**