MINES Team Leader

DEPARTMENT: Recruitment
Closing Date: Review will begin April 15th and continue until position is filled
Employment Detail: Temporary; Part-Time (June 18, 2016 – June 25, 2016)
Salary: $600.00-$800.00

DUTIES:
The selected Team Leader(s) will supervise and engage with 30 young women who will be attending MINES - Summer Camp for Young Women. MINES is a week-long Science, Technology, Engineering and Math camp. Admission to the camp is competitive and is limited to young women who are about to enter their sophomore or junior years in high school. The participants come from a variety of socioeconomic backgrounds.

Supervision includes, but is not limited to, accompanying the campers on their various day time and evening activities, ensuring they are in their rooms and in bed at night, and that they are up and going to their programs in the morning. Team Leaders must stay in the residence halls, but they will have their own rooms. All meals and residence hall fees are included.

Prior to the camp, Team Leaders will be required to attend some staff meetings, which will include a Team Leader Training and other planning meetings. The person selected will be expected to obtain CPR certification prior to the camp, which will be paid for out of the MINES budget if the selected candidate does not have the certification.

REQUIRED QUALIFICATIONS:
Because this camp is limited to young women, the Team Leader(s) must be female. She must show evidence of good academic standing in college. The Team Leaders are responsible for some transportation so candidates must be 21 years of age or older and possess a valid driver’s license. Prior experience working with teenagers, the desire to help others, and flexibility are also important. It is preferred that the candidate is enrolled in a Science, Technology, Engineering, Math or Teaching major and that she has prior experience working as a Residence Hall Assistant or in a College Recruitment Office.

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To apply, please submit the following items:

- Cover letter which specifically addresses the above-mentioned qualifications. (an application that does not contain this separate cover letter will not be accepted)
- Resume’
- Name and contact information for 3 professional references who can speak to the applicants abilities.
- Authorization for Criminal Background Investigation

The items listed above should be sent or e-mailed to:
Montana Tech Personnel Office, 1300 West Park Street, Butte, MT 59701
e-mail: cisakson@mtech.edu
Phone: 406-496-4380 Fax: 406-496-4387

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Any offer of employment is contingent upon a satisfactory criminal background check. An authorization for a criminal background check form must be submitted with application material www.mtech.edu/employment