

Summer Program Coordinator (Junior Academy at Mass  
Academy)  
Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=233469>

Downloaded On: May. 9, 2024 3:46am

Posted Mar. 25, 2024, set to expire Jul. 4, 2024

<b>Job Title</b>	Summer Program Coordinator (Junior Academy at Mass Academy)
<b>Department</b>	Mass Academy
<b>Institution</b>	Worcester Polytechnic Institute Worcester, Massachusetts
<b>Date Posted</b>	Mar. 25, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Educational Services
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**Job Description**

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**JOB TITLE**

Summer Program Coordinator - (Junior Academy at Mass Academy)

**LOCATION**

Worcester

**DEPARTMENT NAME**

Mass Academy-JM

**DIVISION NAME**

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Worcester Polytechnic Institute - WPI

### **JOB DESCRIPTION SUMMARY**

Mass Academy seeks a summer program coordinator to support our Junior Academy summer academic enrichment program for middle school students.

This is a temporary position.

Dates of employment: June 25 and 26 for training, June 26 and 27 in the evening for family orientation, and July 8 through July 19 for the Junior Academy program.

Work hours: 9:00 AM - 5:30 PM

#### *About the Junior Academy at Mass Academy*

The Junior Academy at Mass Academy is a two-week summer program for rising 7th and 8th grade students from diverse backgrounds. This day program is designed to provide academic enrichment and support through meaningful learning opportunities so that students will be more confident, curious, and engaged in their learning and realize that science, technology, engineering, and mathematics are not only accessible to them, but they are also rewarding and can open doors for their future.

Participating students will receive literacy and math support, engage in hands-on STEM projects, and visit the WPI campus to tour labs and meet researchers.

#### *About Mass Academy*

The Massachusetts Academy of Math and Science (Mass Academy) is a tuition-free, co-educational, public school of excellence that enrolls approximately 100 academically accelerated 11th and 12th grade students from Massachusetts. Math and science are emphasized within a comprehensive, interactive academic program. Rigorous junior year classes and senior classes taken at Worcester Polytechnic Institute (WPI) prepare students for college academics before they've graduated from high school.

### **JOB DESCRIPTION**

WPI is passionate about creating an inclusive workplace that promotes and values diversity. We are looking for candidates who can support our commitment to equity, diversity, and inclusion.

#### **Responsibilities:**

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- Work hours are 9:00 am - 5:30 pm daily
- Supervision of students and camp counselors during program activities
- Assist Junior Academy program directors with tasks as assigned
- Plan and facilitate after-school programming that blends STEM-related activities with community building and social-emotional engagement
- Foster a positive, educational, and fun community; emphasize mutual respect and inclusiveness
- Create and maintain a positive learning environment for all students; enforce program rules in a fair and consistent manner
- Assist with student supervision during the after-school program and parent pick-up
- Actively participate in Junior Academy team meetings
- Work collaboratively with other Junior Academy staff, including teaching assistants assigned to the course
- Effectively communicate with parents, students, and staff
- Participate in other aspects of the Junior Academy program (eg. morning meeting and team-building activities)
- Other duties as assigned

**Requirements:**

- Qualified candidates will have a background in education or out-of-school programming and demonstrate a passion for supporting all learners through a culturally responsive lens.
- Bachelor's degree preferred.
- Experience mentoring and/or teaching students from diverse backgrounds preferred.
- Experience working with middle school students preferred.
- Ideal candidates will embody Mass Academy's mission and core values. Ability to work collaboratively required.
- Participate in mandatory training for all staff.

Please include a cover letter with your resume for consideration.

**FLSA STATUS**

United States of America (Non-Exempt)

**WPI is an Equal Opportunity Employer that actively seeks to increase the diversity of its workplace. All qualified candidates will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran**

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**status, or disability. It seeks individuals with diverse backgrounds and experiences who will contribute to a culture of creativity, collaboration, inclusion, problem solving, innovation, high performance, and change making. It is committed to maintaining a campus environment free of harassment and discrimination.**

**To apply, visit:** [https://wpi.wd5.myworkdayjobs.com/en-US/WPI\\_External\\_Career\\_Site/job/Worcester/Summer-Program-Coordinator-----Junior-Academy-at-Mass-Academy-\\_R0002731](https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Summer-Program-Coordinator-----Junior-Academy-at-Mass-Academy-_R0002731)

### **About WPI**

WPI is a vibrant, active, and diverse community of extraordinary students, world-renowned faculty, and state of the art research facilities. At WPI, we have competitive and comprehensive benefits, including health insurance, long-term care, retirement, tuition assistance, flexible spending accounts, work-life balance and much more.

### **Diversity & Inclusion at WPI**

WPI is committed to creating an inclusive workplace where everyone feels valued and respected; a place where every student, faculty and staff member can be themselves, so that they can study, live, and work comfortably, to reach their full potential, and make meaningful contributions in order to meet departmental and institutional goals. WPI thrives on innovative practice and welcomes diverse perspectives, insight, and people from diverse lived experiences, to enhance the community environment and propel the institution to the next level in a competitive, global marketplace.

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**

N/A

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