



# Internship Information

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mathleague.org invites applications for interns to join our team starting in Fall 2021.

The internship is intended for recently-graduated students who are interested in more long-term involvement in math contests as writers, editors, coaches, and/or administrators. The internship is for one year, with the expectation of renewal for a second year pending satisfactory performance and availability of funding; a third year is also a possibility. This is a paid position. Application deadline is June 25th, 2021.

## About Us

mathleague.org is the largest network of local and state math competitions at the elementary, middle, and high school levels in the United States.

We run over 300 contests and reach over 30,000 students each year. We offer a number of services focused on enhancing the quality and quantity of competitive mathematical opportunities available to students everywhere. Our philosophy includes a belief that math contests should be a unique learning and community-building experience, not just a competitive endeavor. To find out more about what sets mathleague.org apart from other contests, visit <http://why.mathleague.org>

## Eligibility

This internship is open to anyone who will be at least 18 years old and have graduated from high school by September 1, 2021. It is intended for those who have graduated in the last few years, but there is no upper age limit. Interns will be chosen on the basis of qualifications as well as potential long-term benefit to the intern.

Students who will be enrolled in grade 12 or below in fall 2021 are not eligible to apply. However, high school students are welcome to apply to join mathleague.org's writing staff for elementary and middle school contests.

## The Experience

The internship experience will be tailored to each participant based on their career goals, the expertise of mathleague.org mentors, and mathleague.org's needs. We hope, however, to train interns in the following core competencies:

- Problem writing and editing
- Coaching
- Contest administration
- Policy development and higher-level administration
- Customer service and public relations



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- Teamwork, interpersonal skills, leadership, personal growth
- While each intern should expect to work to gain experience in all of these areas, we will work with participants to identify and develop specific areas of focus, which do not necessarily need to be among those listed.

Regardless of specific focus area, all interns will be expected to:

- Participate in writing and/or editing of contest questions, under supervision and mentorship of mathleague.org's curriculum team.
- Participate in coaching and teaching activities by recording instructional videos and/or serving as a teaching assistant for classes.
- Administer at least one contest event per year. mathleague.org staff will assist with running contests until the intern is ready to do so on their own.
- Work at one major event per year (mathleague.org high school or elementary championships or ARML), and attend a staff retreat near the beginning of the academic year. The retreat will be held in person or online, as conditions in the ongoing COVID-19 pandemic warrant.

The expected time commitment is at least five hours per week, not including time spent at retreats or contests as mentioned in the previous section.

## **Compensation**

Compensation will be discussed with each intern when an offer is made, depending on the intern's specific job duties and plans. Pay structure may include salary, hourly pay, and/or per-problem pay (for writing only). This is not a benefits-eligible position.

All required travel expenses will be paid by mathleague.org.

## **Next Steps**

Further questions about our internship program may be directed to the internship directors, Silas Johnson and Tim Sanders, at [internship@mathleague.org](mailto:internship@mathleague.org).

To apply for the internship, please complete the application at:

<http://mathleague.org/InternshipApplication.pdf>

Attach your application and a resume to an email, and send the email to [internship@mathleague.org](mailto:internship@mathleague.org) by June 25th, 2021.



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## **Other Opportunities**

Anyone interested in continuing their involvement with math contests, but who is not selected for the internship or cannot make the necessary time commitment, is invited to apply to join mathleague.org's writing team. This is also a paid position, but with a more flexible time commitment. High school students are also eligible to write for elementary and middle school contests. For more information, contact Silas Johnson, Curriculum Manager, at [silas@mathleague.org](mailto:silas@mathleague.org).

We are also always seeking hosts for contests across the United States and elsewhere. If you are interested in hosting at your current or future institution, contact Barry Callesen, Development Manager, at [barry@mathleague.org](mailto:barry@mathleague.org).