

# CTY Summer Employment

<http://www.cty.jhu.edu/summer/employment>

## Why Work for CTY?

At CTY you will work with an exceptional group of students, make contacts and friendships with dynamic colleagues, and gain valuable experience in a rigorous academic community. CTY has consistently been named as one of the top internships in leading publications. We have a network of past employees now working in positions ranging from heads of school to deans of students to university professors.

The starting salary for instructors ranges from \$2100-\$3000 per 3-week session, depending on education and experience. Teaching assistants earn \$1100 per 3-week session, and residential assistants earn \$1300 per 3-week session. Salaries for administrators vary by position. Room and board are provided at residential sites.

Core dates for 2012 are:

**Session 1:** June 21 - July 14, 2012

**Session 2:** July 14 - August 4, 2012

If you have questions about summer employment with CTY, write to us at [ctysummer@jhu.edu](mailto:ctysummer@jhu.edu) or call 410-735-6185.

## TO APPLY:

<http://cty.jhu.edu/summer/employment/howtoapply.html>

### New Applicants

**Candidates who have not previously worked for CTY Summer Programs should access the [CTY Summer Programs Employment Application for New Applicants](#).** You will be required to upload a current resume in order to submit your application. In addition, you must submit transcript(s) from all of your undergraduate and graduate institutions and at least two employment references: one from a supervisor who oversaw your work experience with kids; and a second from your most recent supervisor in work relevant to CTY. Please have the appropriate referrers complete [CTY's Employment Reference Form](#). If you already have your transcripts and completed Reference Forms, these may be uploaded along with your resume. Otherwise, please complete the application and, as soon as possible, email your transcript(s) and Reference Forms to [ctysummer@jhu.edu](mailto:ctysummer@jhu.edu) or fax them to 866-345-3731. More details about supporting documentation can be found below:

- Cover Letter
- Resume or CV
- Transcripts
- Employment References

For information regarding requesting accommodations for CTY summer employment, please

visit [Requesting Workplace Accommodations](#).

### **After Submitting Your Application**

All candidates submitting a completed application form will receive a confirmation email when the application is successfully submitted. The hiring process for the 2012 CTY Summer Programs is as follows:

- **Application consideration begins in January and will continue through the beginning of the programs.**
- We first place returning candidates in good standing. Returning candidates applying for the same positions they held the previous year will be notified about their status no later than March 15. At the same time, we set up telephone interviews with returning applicants applying for new positions.
- We review applications from candidates new to CTY and will begin contacting those applicants regarding their status and to set up interview in early March, but no later than early April. If at any time you would like to inquire about your status, please feel free to contact us at 410-735-6185 or [ctysummer@jhu.edu](mailto:ctysummer@jhu.edu).
- Throughout the spring, we conduct telephone interviews for new applicants, review incoming applications, and continue to recruit as needed.
- Positions may become available after the initial review phase has been completed. If this occurs, we once again review all applications, including those that have arrived since the initial review, and select appropriate candidates for interviews.

Because of the large volume of applications, you may not hear from us for several weeks after submitting your application. If, during this time, you are offered another job offer or have questions about the application process, you are welcome to send us email at [ctysummer@jhu.edu](mailto:ctysummer@jhu.edu) or call 410-735-6185 to ascertain the status of your application.