Residential Engineering Camp Assistant Coordinator Position
(Graduate)

The Engineering Place (the K-20 outreach group for the College of Engineering’s Office of Academic Affairs) is seeking a self-motivated responsible graduate student for our Residential Engineering Camp Assistant Coordinator position. This individual must be highly energetic, patient, flexible and enjoys working with the camp's diverse population. This job is an incredibly rewarding leadership experience that will provide an opportunity to learn how to plan and manage large informal educational weeklong events.

Camp Prep Portion:
Camp preparations run from now through June 5th. The position works up to 10 hours per-week at an hourly rate of $16.00.

Preparations Duties include:
- Participate in the hiring of residential counselors
- Identify an activity plan for evenings, taking into account a fixed planning budget
- Utilize camp software (CampBrain) to manage camper application process
- Develop training materials for residential counselors
- Develop program surveys using Qualtrics
- Review and integrate previous year’s survey data to improve program
- Review and improve camper safety procedures

Camp Implementation Portion:
Duties shift during June 8th – July 10th (does not include the week of July 4th) to implementing all of the planning done during the preparation period. The pay rate changes to a $2,560 stipend for the month. Housing and some meals will be provided during the 4 week period.

During camp, the main responsibilities are supervising counselor staff members and approximately 400 high school camper participants; ensuring that counselors act as proper role models representing NC State University's College of Engineering; assisting with counselor-run activities and making sure campers and counselors receive the most engaging experience from participating in camp.

Camp duties also include:
- Be responsible for presenting a week long camp training/prep session for undergraduate counselors
- Oversee Sunday camp check-in and Friday departures
- Implement activity plans
- Serve as primary contact for counselors, addressing any camper needs and assessing outcomes
- Providing accountability updates and briefing on program status to the camp director
- Leading daily staff meetings, implementing feedback to initiate immediate improvements
- Work with College of Engineering faculty and staff involved in presenting the workshops.

To Apply: Visit ePACK to review required documentation and submit your application to https://go.ncsu.edu/rr2pq81. Questions about the position? Contact Susan D’Amico sbdamico@nsu.edu