

Engineering Camps Summer Support Position

(Undergraduate)

The Engineering Place (the K-20 outreach group for the College of Engineering's Office of Academic Affairs) is seeking a self-motivated responsible undergraduate student for our Engineering Camps Summer Support position. This individual works well on a team but also is driven to work independently. They constantly communicate to establish and achieve goals in order to improve The Engineering Summer Camp programs. This member is very organized and is able to easily learn, comprehend, and interpret data analytics. This is a great leadership opportunity and a great way to gain job experience.

Work Hours and Pay

This position begins May 16th – Aug 7th. The position works up to 30 hours per-week at an hourly rate of \$10.00.

Roles and Responsibilities Include:

- Use provided vehicle to collect packages and deliver camp materials to workshops
 - Must be able to drive (have a valid NC driver's license)
- Support resource room by guiding resource room staff with material questions about challenges and kits.
- Update camp Challenge Guides, Activity Sheets and Lesson Plans
- Support Assistant Counselors in kitting and material needs
- Insure all Camper Medical forms, and paperwork is completed and medication is collected and stored properly
- Update Reporter website and Minor's on Campus Regulation compliances
- Communicate information to camper's parents via email
- Responsible for addressing, organizing, and maintaining American Camp Association Accreditation standards documentation
- General understanding of Photography and Videography
- Must know Excel, and Microsoft Office Suite
- Collect, Organize, and analyze Qualtrics Survey Data
- Other duties as assigned

Check out ePACK for more information. To apply, visit <https://go.ncsu.edu/2020campcounselor> or use the QR code. You will submit the following documents:

1. Current resume/cv
2. Letter of interest
3. List of three references

Questions about the position? Contact Susan D'Amico sbdamico@ncsu.edu

