Assistant Coordinator - Residential Engineering Camps

The Engineering Place (the K-20 outreach group for the College of Engineering's Office of Academic Affairs) is seeking a self-motivated graduate student for our Residential Engineering Camp Assistant Coordinator position. This individual should be highly energetic, patient, and 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 week-long events.

Learn more on our website link and how to apply.
Residential Engineering Camp Assistant Coordinator Position

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

- Preparations Duties include:
  - Participate in the hiring of ~15 residential counselors
  - Identify an activity plan for evenings, taking into account a set planning budget
  - Utilizing the camp software (CampBrain) to assist in the management of the camper application process
  - Develop training materials for residential counselors
  - Use Qualtrics tool to develop camper surveys
  - Review previous year’s survey data to integrate improvements
  - Review and improve upon camper safety data and methods

Camp Implementation Portion:
Duties shift during June 19th – July 15th (does not include the week of July 4th: 7/3 – 7/8) to implement all of the planning and development done during the preparation period. The pay rate changes to a $2,560 stipend for the 4 week period, housing and some meals will also be provided.

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 counselors
- Overseeing Sunday camp check-in and Friday departures, implement activity plans
- Serving as the primary contact for counselors to address any camper’s needs and assessing outcomes
- Providing accountability updates and briefing on program status to the camp director
- Leading daily staff meetings, to channel feedback to initiate immediate improvements
- Work with College of Engineering faculty and staff involved in presenting the workshops.