Engineering Summer Camp Lab Assistant

This job is part of the WYSE at Illinois Outreach Program for the WYSE Summer Camps.

Function:
Lab Assistants are responsible for helping campers in their labs to understand and learn the material they are responsible for. While some faculty coordinators will ask student lab assistants to help lead class lectures, other faculty coordinators will only require lab assistants to be available to assist campers if they need individual or small group help. Lab Assistants are responsible for the general safety of the participants and act as a role model and mentor to their assigned campers and all participants.

Organizational Relationship:
Camp Lab Assistants will report to the faculty/staff coordinators of the camp or department for whom they are specifically working as well as the Assistant Camp Director who reports to the Engineering Outreach and Public Engagement Coordinator (Camp Director).

Duties and Responsibilities:
• Lead campers through scheduled academic, recreational, and social activities. Camp size is usually 20-30. The adult to camper ratio is usually 1:12 or smaller.
• Take pictures and share highlights with families through designated social media channels.
• Work as a team with other staff, counselors, and coordinators, in order to engage, support, and coordinate the activities for the campers throughout the week.
• Ensure that campers get to and from their classroom sessions and their next activity.
• Work closely with the faculty coordinators and faculty teachers of the specific camp during lesson times, with curriculum and implementation of lesson plans. (They may be assigned additional responsibility to help coordinate group activities related to the planning, design, construction and testing of the camp projects.)
• Assist and serve as a technical resource to all campers during their weeklong projects, tasks, and classes.
• Maintain good order and discipline in the dorms, University classrooms, and other locations on campus while on duty.
• Attend the Saturday closing ceremonies for the camp, and assist with planning and presenting as needed.
• Complete all paperwork with engineering HR before beginning work on their first day of camp (Sunday). Failure to do so will result in being unable to work.
• Review and become familiar with camp policies and procedures prior to the start of camp. Failure to comply with camp policies and procedures will be grounds for dismissal.
• Attend and participate in staff training sessions and staff meetings as required by camp leadership.

Dates and Necessary Attendance:
• Monday, June 8 (2:00-4:00pm) Initial training session.
• Sunday, June 21-Saturday, August 8 Camp sessions. See https://wyse.engineering.illinois.edu/summer-camps/ for more details.

Compensation:
Undergrad Lab Assistants will be paid an hourly rate of $11/hour. Graduate Lab Assistants who take on more leadership responsibility will be paid an hourly rate of $12.50/hour. Overtime will be paid as 1.5 times the aforementioned amount. A Lab Assistant works approximately 65-70 hours total, including preparation hours in the weeks before camp, the camp week, and camp wrap-up in the weeks after camp. Below is a sample work schedule for a typical camp week:

<table>
<thead>
<tr>
<th>Day of the Week</th>
<th>Typical Hours</th>
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</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>12:00-1:00pm, 5:00–8:00pm</td>
</tr>
<tr>
<td>Monday – Friday</td>
<td>8:00am – 5:00pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>10:30am – 12:00pm</td>
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</tbody>
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Restrictions:
• If an Undergraduate Counselor is enrolled for 3 hours or more at the University of Illinois, Urbana-Champaign, at any point during the summer (Summer Session 1 and/or Session 2), they are restricted to working a maximum of 28 hours per week (not just during the period of enrollment), inclusive of ALL employments on campus. For
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- If applicable, it will be the responsibility of the Grad Lab Assistant to ensure that they are able to hold employment while on a fellowship.

international students in their first or last period of enrollment, then the maximum is **20 hours per week**. Note that this restriction is only for undergraduate students.