

Worldwide Youth in Science and Engineering Program

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 supporting major-specific session coordinators by helping to prepare materials and handouts, helping campers understand and learn the material they are responsible for during camp, and assisting during class or office hours. Some faculty coordinators will ask student lab assistants to help lead class lectures, other faculty coordinators will need lab assistants to be available to assist campers during individual or small group worktime. 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:

- Before camp begins, help to prepare kits with supplies needed for each camper (in-person) and/or prepare and post electronic resources to the course website (virtual).
- Lead campers through scheduled academic activities. Camp size in virtual spaces can be over 100 at times. The hope is to keep interactive sessions smaller, with adult to camper ratio at approximately 1:15.
- Take pictures and share highlights with Lead Counselors and WYSE for posting to designated social media.
- 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 can find online camp materials and Zoom links
- Work closely with the faculty coordinators and faculty teachers of the specific camp during lesson times, with curriculum and implementation of lesson plans. (You 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 online classrooms.
- Attend the 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:

- April 1-September 4: Dates of Employment
- Saturday, May 29 (2:00-4:00pm): Initial training session.
- Sunday, June 13-Friday, August 5: Camp sessions. See <https://wyse.engineering.illinois.edu/summer-camps/> for more details.
- Additional dates/times may be requested by the session coordinator or camp director

Day of the Week	Typical Camp Hours
Monday – Friday	8:00am – 5:00pm Central

Compensation:

Undergrad Lab Assistants will be paid an hourly rate of \$11.50/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

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aforementioned amount. A Lab Assistant works approximately 45-80 hours total, including preparation hours in the weeks before camp, the camp week, and camp wrap-up in the weeks after camp. These total hours are dependent on which camp you will be assisting (WIT or departmental). Appointments begin Apr 1 for planning and kit building as determined by coordinator.

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 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.
- 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