SUMMER ENGINEERING WORKSHOP STAFF ROLES & RESPONSIBILITIES

Lead Instructor (Graduate Students Only)
- Coordinate instruction of academic content throughout the camps (e.g. math concepts, program specific courses)
- Manage and supervise team of individual course instructors
- Provide weekly updates in MEP core staff meeting
- Supervise student course assessment and monitor student performance through a variety of course assessment methods
- Complete program documentation for final report(s)
- Fulfill the role of instructor as applicable
- Lead weekly meetings with course instructors

Course Instructor (Graduate Student Only)
- Primary course instructor for at least one of the following subjects: Math, Chemistry, Physics, Programming, SAT Math, SAT Verbal
- Must attend mandatory prep sessions for classroom instruction
- Assists with student assessment as instructed
- Create HW, quizzes, and exams for courses
- Provide weekly updates to lead instructor

Course Tutors (Undergrad or Graduate Student)
- Tutor students in at least one of the following subjects: Math, Chemistry, Physics and Programming (MATLAB)
- Must attend mandatory prep sessions for classroom tutoring and course material
- Provide weekly updates to lead instructor
- Assists with student assessment as instructed

Head Counselor (Undergrad or Graduate Student)
- Manage and supervise counselor team
- Provide weekly updates in MEP core staff meeting
- Acts as the primary point of contact for medical emergencies
- Assists with management of disciplinary incidents
- Fulfills regular counselor duties

Counselor (Undergrad or Graduate Student)
- Lives in residence hall with summer workshop participants
- Interacts with participants during meals, socials, and recreational activities
- Performs bed checks at curfew
- Assists with medical emergencies and disciplinary incidents as necessary
- Keep accurate head count for events

ALL staff will be expected to assist with program execution, enforce the Discipline Policy, and perform all other duties as assigned by the Workshop Director
### Project Manager (Undergrad or Graduate Student)
- Review and finalize engineering-related project curriculum for different grade levels
- Manage and supervises project assistants
- Supervises student project assessment
- Attends opening and closing programs
- Provide weekly updates in MEP core staff meeting
- Coordinate material acquisition and other project logistics
- Complete program documentation for final report(s)

### Project Assistant (Undergrad or Graduate Student)
- Assist in the execution and delivery of program elements (e.g. courses, projects, social activities etc.)
- Assist with set up and clean-up of activities
- Assist with transportation of materials for activities
- Keep accurate head count for events

### Co-Workshop Coordinators (Undergrad or Graduate Student)
- Coordinate program logistics and staff assessment
- On call for anything that may arise during workshops
- Serve as first point of contact for Lead Instructor, Project Manager, and He Counselor

### Office Assistant (Undergrad or Graduate Student)
- Coordinate documentation of camp experiences (e.g. photos, videos)
- Coordinate presentations and awards for camp opening and closing sessions
- Administrative support for MEP staff
- Be Prepared to fulfill other duties if needed

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