ProCSI Summer Camp Coordinator Position

Both Undergraduate and Graduate students are welcome to apply for this position.

**Hours:** 10 hours/week during the school year, more (approximately 30-40 hours) during the summer when running the ProCSI summer camp.

This position is paid. Salary is negotiable and starts at $9.75/hour

**Company:** The Simulation Based Engineering Lab (SBEL)
Mechanical Engineering Department
1513 University Ave.
Room 4150
Madison, WI 53703
SBEL: [http://sbel.wisc.edu/](http://sbel.wisc.edu/)
ProCSI: [http://outreach.sbel.wisc.edu/ProCSI/](http://outreach.sbel.wisc.edu/ProCSI/)

The Simulation Based Engineering Lab (SBEL) located in the Mechanical Engineering Department is looking for a passionate and dedicated student to undertake a variety of outreach and program management tasks. The student will plan and organize the Promoting the Computational Science Initiative (ProCSI) Summer Program as well as carry out other outreach and administrative duties for SBEL.

**More about the camp:** For background. ProCSI (Promoting the Computational Science Initiative) is a free six day residential program will be held July 9-14, 2017 here at UW. ProCSI introduces high-school students to Engineering and Computational Science discipline. Participants will be shown how the fundamental building blocks they are currently learning in high-school math, physics, and science classes are connected to advanced concepts in computer science and engineering that they may encounter at the University as a student or in the everyday world around them. This is accomplished through a hands-on active learning process, where activities include problem solving activities using computer simulation software, and tours of engineering laboratories where cutting-edge research takes place. ProCSI aims to motivate students by giving them a basic understanding of how computers are used today to lead to tomorrow’s discoveries and innovations in science and engineering. [http://outreach.sbel.wisc.edu/ProCSI/](http://outreach.sbel.wisc.edu/ProCSI/)

We are looking for someone who is organized, detail oriented, comfortable working with others, and possesses strong oral and written communication skills. Previous program management experience is a plus!

**Responsibilities:**

**Outreach/Communications (85%)**

- Schedule and organize the ProCSI Summer Program and its activities for the week of July 9-14, 2017
- Maintain a budget and track expenditures/transactions
• Manage communications through media relations, social media, email etc.
• Help build positive relations with engineering labs at UW Madison
• Work closely with University Housing to meet deliverable deadlines
• Hire camp counselors
• Promote ProCSI and perform outreach
• Explore outreach opportunities on campus for the Simulation Lab as whole

Administrative (15%)

• Aid the current communications personnel in the following tasks:
  o Update and edit content on the lab outreach website
  o Write posts for the lab’s ProCSI Facebook page
  o Purchase supplies for lab and outreach events

Requirements:

• Excellent time-management and organization skills
• Ability to work with a diverse and multi-disciplinary team
• Passionate about promoting diversity in engineering
• Very strong written and oral communication skills
• Advanced MS Word, PowerPoint and Excel experience
• Must be an undergraduate or graduate UW student
• Ability to work with a diverse population also to deal effectively with people and maintain an effective working relationship with staff, students and sponsors
• Ability to learn and utilize website interface, Twitter and Facebook
• Ability to initiate tasks and projects and to work independently

Other desired abilities/knowledge:

• Ability to manage multiple events at one time
• Ability to use appropriate judgment, independent thinking, and creativity
• Web coding or programming skills very helpful, but not required

Please submit a resume and statement of interest to Shelby Kuenzli at skuenzli@wisc.edu.

Please apply no later than November 18th for primary consideration for the position.