

Program Assistant / Camp Counselor (4724C) - College of
Engineering
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252787>

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Posted Feb. 6, 2025, set to expire Jun. 30, 2025

Job Title	Program Assistant / Camp Counselor (4724C) - College of Engineering
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Feb. 6, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Educational Services Child and Social Services
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Job Description

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Program Assistant / Camp Counselor (4724C) - College of Engineering

About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public

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mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

The Girls in Engineering (GiE) Summer Camp is a week-long, non-residential, gateway STEM program for middle school students. Taught by UC Berkeley faculty, staff and students, the program is designed to introduce participants to the many facets of engineering, design thinking and real-world problem solving. Students work individually and in teams and learn through hands-on activities about many types of engineering, inspiring them to pursue studies in engineering, math, and science.

Program Assistants / Camp Counselors work alongside the Director to ensure the smooth execution of camp. During camp, Program Assistants / Camp Counselors assist the Director with camp operations, supervising campers to ensure their safety, and supporting campers during the learning modules. Applicants must enjoy working directly with middle school students, thrive in high energy environment, show strong leadership and social-emotional skills, be strong communicators, and be able to think on their feet.

Application Review Date

The First Review Date for this job is: February 18, 2025

Responsibilities

Staff work alongside the Director to ensure the smooth rollout and execution of camp. Ahead of camp, the position will focus on camp planning, operations, and administration, including assisting with registration, messaging, and customer service, preparing materials, and setting up the camp space, administrative tasks, and more.

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During camp, CC / PAs function as camp counselors and can expect to:

- Know, enforce, and follow UC Berkeley's safety and emergency policies, procedures, and guidelines.
- Organize and lead small group activities.
- Coordinate and oversee daily activities, campus excursions, and lab tours.
- Supervise campers to ensure their safety, development, and well-being.
- Learn and practice strategies for managing campers and responding to conflicts and behavioral issues.
- Set up and prepare materials for daily activities.
- Facilitate fun, engaging, and meaningful hands-on activities.
- Records and tracks campers' dietary restrictions/allergies and ensures that meals and snacks that meet their medical needs are distributed to them.
- Supervise campers during meals and free time.
- Guide and mentor high school volunteers.
- Serve as a role model and leader by demonstrating high standards of personal conduct.
- Ensure that the classrooms and activity areas are kept clean, organized, and free of litter.
- Assist in maintaining accurate program records including incident reports and daily attendance.
- Represent the camp when interacting with parents or community members and communicate any announcements or messages from/to parents to/from the Director.

This position is well-suited for undergraduate/graduate students or early-career professionals with a STEM background and/or formal or informal education experience. It is a great opportunity for professional growth and gaining valuable experience with youth and in teaching science, technology, engineering, and mathematics.

Work Hours

This is a temporary position from June 9, 2025 to July 23, 2025 and has a pay rate of \$23.70/hr. Program Assistants are expected to work from 7:30am - 5:30pm Monday through Friday. Occasional overtime may be required.

Candidates should include a cover letter in their application. This cover letter should confirm the candidate's availability for the described work period and should disclose all schedule conflicts. Applications will not be reviewed without a cover letter.

NOTE: Interviews will be conducted in February - May 2025 or until filled. The full camp schedule will be discussed at the time of interviews.

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Required Qualifications

*****MUST BE 18 YEARS OR OLDER BY MAY 1, 2025 TO APPLY*****

- High school degree or equivalent.
- Must be willing to complete a background check and fingerprinting.
- Must have First Aid/CPR/AED certification or be willing to obtain.
- Must enjoy working with middle school students.
- Thrive in a high energy environment and ability to think on their feet.
- Multitask, prioritize, and manage time efficiently.
- Strong people skills, such as leadership, social-emotional, patience, communication, problem-solving, and organization
- Must have a caring and empathetic personality and the ability to act as a positive role model to campers.
- Excellent verbal and written communication skills
- Ability to be a team player as well as an independent problem-solver, depending on the task.
- Must be creative, imaginative, and energetic.
- Must be mature and responsible.
- Computer skills, Microsoft Office Suite (Word, PowerPoint, and Excel); Google Suite (Docs, Sheets, Slides, Drive).
- Strict adherence to Girls in Engineering's mission.

Preferred Qualifications

- Fluency in Spanish a plus.
- Previous experience in childcare, youth programs, recreation, education, or a related field.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and



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organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$23.70 hourly (Step 2). This is a Limited (temporary) position from June 9, 2025 to July 23, 2025. Program Assistants are expected to work from 7:30am - 5:30pm Monday through Friday. Occasional overtime may be required. This position is FLSA Non-exempt and paid biweekly.

How to Apply

Please submit your cover letter and resume as a single attachment when applying.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

Misconduct Disclosure

As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of



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misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative Action policy](#).

The [University of California's Anti-Discrimination policy](#).

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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