Lab Coordinator Opportunity | DSI Summer Lab 2022

The Data Science Institute (DSI) is seeking current UChicago graduate students from computer science and statistics to join the DSI Summer Lab team as Lab Coordinators for the 2022 program. Benefits of the position include a competitive stipend, mentoring and teaching experience, and further networking within the UChicago data science ecosystem. We anticipate the 2022 program will be in person, but will pivot to a remote program if necessary. The format will be confirmed in early April.

RESPONSIBILITIES

- Participate in the admissions review process during March 2022. Independently review applications using evaluation rubric and join group review meetings.
- Aid in the instruction and planning of the Summer Lab skills on-ramp training course.
- Plan and participate in student cohort social activities, including weekly social hangouts and 3-4 cohort-wide social events.
- Attend all required programming, including the weekly speaker series, weekly stand-up meetings, and final student symposiums.
- Serve as a technical resource for students. Hold a 2 hour weekly office hour session and answer questions on the Slack help desk channel.
- Supervise at least one cluster (up to 10 students total) and lead its weekly standup meetings and all other related cluster-based activities.
- Lead mid-point check-ins with students. Informally check in with students at various points during the summer to monitor mentor relationships, research progress, and general program experience.

TIME COMMITMENT

- Program dates: June 13th - August 19th, 2022, estimated 10 hours/week (100 total).
- Admissions review: March 1 - April 15 2022, est. 40 hours total. Time devoted to independent review of applications + group review meetings.
- Required training in advance of the program, including mandatory “Protecting Youth” training and program facilitation and skills training, 2-3 hours total.
- 8 hour-long team meetings before the program begins (from April - June).

DESIRED QUALIFICATIONS

- Demonstrated interest in mentoring and advising students. Teaching/TA or outreach experience preferred.
- Background in computer science, statistics, or data science. Research experience in data science, machine learning, or AI preferred.
- Strong organizational, interpersonal, and community-building skills.
- Interest in and commitment to broadening participation in computing and data science.


TO APPLY: Send a resume/CV and a one page cover letter explaining your background and interests in the position to Katie Rosengarten (krosengarten@uchicago.edu).