Data Transfer Student Assistant - Job Description

About the Organization
UBC Geering Up Engineering Outreach is a non-profit, student-run organization dedicated to promoting science, engineering and technology (STEM) to the children and youth of British Columbia through fun, innovative and hands-on experiments and projects. Geering Up also strives to reach all children and youth, regardless of gender, ethnicity, culture, or socio-economic status. Over the past 20 years, we have reached over 150,000 youth.

More information about Geering Up is available at www.geeringup.ca

Job Summary
Under the guidance of the coordinators, the Data Transfer Student Assistant is required to:

1. Transfer relevant documents and data from past storage systems onto SharePoint
   a. Ensure that stored data and documents meet UBC Geering Up’s guidelines on acceptable storage of information
2. Create and maintain an organizational system for Geering Up’s data
3. Provide training and guidance to Geering Up’s staff team on the proper storage and organization of documents.

Duties
The Data Transfer Student Assistant (SA) is charged with leading data migration of files from past storage systems onto SharePoint. Operating for over 25 years, Geering Up has accumulated vast banks of curriculum content and other files which need to be kept to maintain operations. The SA will work as part of a small team to ensure the successful transfer of this data in a way that fits the needs of the organization.
The student assistant’s tasks are of medium complexity, with the expectation that they will be able to maintain and organize Geering Up’s data storage systems as necessary.
**Qualifications**

Moderate computer skills are a necessity. Experience with Google Suite and SharePoint is an asset.

A background in computer science is preferred, although data management, IT, or engineering backgrounds will be considered. We accept students of any year standing - undergraduate, or graduate.

A candidate who is a great fit for this position will be flexible, collaborative, and highly organized. They should be a confident communicator as they will need to seek out information from our Coordinator and Management staff, as well as from other Student Assistants. It is important to have excellent time management skills in order to balance this job alongside other commitments.

The Student Assistant should have proven organizational skills, be capable of multitasking, and be comfortable in a self-directed work environment. An understanding of best practices for data security, storage of sensitive information, and database management is an asset though training on Geering Up and UBC policies will be provided.

All Geering Up staff must have a Criminal Record Check on file before they may work with children if the position requires it.

**Term of Appointment**

This position is part-time from September 20th, 2022 through to April 30, 2023.

**Remuneration**

10 hours per week. The wage for this position is $18.40/hr - $20.00/hr based on the applicant’s time worked with Geering Up.

**How to Apply**

Please complete and submit the following items to Geering Up:

Application forms can be found on our website, [www.geeringup.apsc.ubc.ca/staff/](http://www.geeringup.apsc.ubc.ca/staff/) You must apply via this form. The application form will request you to attach your cover letter and resume on the last page. Applications sent via email or via careers online will not be accepted. The deadline for applications is July 24th, 2022 @ 11:59 PM PST.