Local Events 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

Geering Up runs a variety of one-day on and off-campus events. Events focus on promoting STEM to students from Kindergarten - Grade 12. The Local Events Student Assistant will support the design, curriculum planning, logistics, promotion, organization of the events. Leveraging prior knowledge and learning new skills, the Local Events Student Assistant will be encouraged to take ownership of portions of the events portfolio.

Under the guidance of the Geering Up Coordinators and Program Manager, the Local Events Student Assistant is required to:

1. Deliver one-day programming
   a. Support with all aspects of the organization and planning, including event curriculum
   b. Help with planning and designing engaging STEM workshops for youth
   c. Attend events on behalf of Geering Up and act as a representative for Geering Up
   d. Organize the presence of additional staff members and volunteers if needed
   e. Seek and work with community contacts and sponsors
2. **Oversee logistics for one-day events**
   a. Set-up and maintain event registration systems, including emailing attendees before and after events
   b. Organize logistics for one-day events including activity materials for participants
   c. Promote events via email campaigns, social media, and mail campaigns

3. **Complete all evaluations and reports in a timely manner**

4. **Perform other duties, as requested by the GU Coordinators and Program Manager**
   a. Support with workshop booking emails as needed

---

**Qualifications**

- A background in science, engineering, or technology is preferred
  - Students with other academic backgrounds who are passionate about STEM outreach may also be considered
- A passion for working with kids
- Confidence in communicating with community members including parents and youth
- Ability to learn quickly and work in a fast-paced environment
- Planning, organizational, and multitasking skills
- Excellent communication and interpersonal skills
- Comfortable in a self-directed work environment
- Ability to create engaging STEM curriculum for events
- Special consideration given to those who have worked in a summer camp environment in the past, and those with Standard First Aid certification

**Term of Appointment**

This position is part time from **Sept 6th, 2022 through to April 15th, 2023.** Applicants must be available on evenings and weekends to attend events.

**Remuneration**

35 hours per week. **$18.62/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.**