Outreach 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

The Outreach Student Assistant supports Geering Up programming outside the UBC-Vancouver, UBC-Okanagan, and Satellite locations. The Outreach Student Assistant should seek out opportunities for Geering Up to grow and reach new communities whenever possible.

The Outreach Student Assistant promotes Geering Up to communities across British Columbia. They will seek out and work alongside community contacts to find locations to host our programming for Clubs, Workshops and Camps. They will work alongside other Student Assistants and the Coordinators to book these programs.

Under the guidance of the Coordinators, the Outreach Student Assistant is required to:

1. Help plan Geering Up’s outreach initiatives
   a. Contact communities we’ve previously visited
   b. Develop workshop schedules in various communities
   c. Reach out to new communities
   d. Plan the logistics of outreach trips including booking accommodation and transportation

2. Develop science, engineering and technology curriculum
   a. Plan and design workshops for elementary school classes
b. Create educational and engaging camp activities
3. Complete all evaluations and reports in a timely manner
4. Perform other duties, as requested by the Coordinators

Qualifications

- Experience working with Geering Up or another Actua camp is a strong asset. Experience teaching science and engineering to youth is an asset.
- Candidates with a strong background in a STEM program is encouraged, although management backgrounds will also 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.
- Clear communication and interpersonal skills are extremely important.
- Experience working with Indigenous communities is an asset.
- It is important to have excellent time management skills in order to balance this job alongside other commitments.
- The Outreach Student Assistant should have proven leadership skills, exceptional teamwork abilities, be capable of multitasking, and be comfortable in a self-directed work environment.
- All Geering Up staff must have a Criminal Record Check on file before they may work with children.

Terms of Appointment

This position is part-time from September 6th, 2022 to April 30, 2023.

Remuneration

10 hours per week. $18.40/hr - $20.00/hr based on the applicant’s time worked with Geering Up.

How to Apply

You must apply via the application form on our website, found here https://geeringup.apsc.ubc.ca/join-us/general-information/staff/. The form will require 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 to submit your application is July 24th, 2022 @ 11:59 PM PST.