PT Workshops 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](http://www.geeringup.ca)

Job Summary

The Workshops Student Assistant is the face of Geering Up to teachers and schools, booking and scheduling workshops over 700 workshops.

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

1. Book all workshops
   a. Create a system for managing bookings
      i. Including: High School, Elementary, French, and Outreach workshops
   b. Contact schools we’ve previously worked with
   c. Cold call new schools
   d. Promptly reply to all workshop emails and phone messages

2. Create an organized system for scheduling workshops
   a. All instructors and admin staff will have to consult the workshop schedule
   b. The workshop schedule must be used to
      i. assign Instructors to schools
      ii. order materials
      iii. track statistics
3. Manage the workshop income
   a. Create a system for tracking school invoices worth $60,000

4. Manage workshop content
   a. Review feedback from the previous workshop season and decide what content needs to be updated
   b. Create new workshop content as needed

5. Help the Coordinators with training of instructors

6. Complete all evaluations and reports in a timely manner

7. Perform other duties, as requested by the Coordinators

Qualifications

- Experience working with groups of youth is an absolute necessity. Examples of this could include community centres, day camps, overnight camps, or daycares. Experience teaching science and engineering to youth is an asset, although it is not required. Volunteer experience with Geering Up, or another Actua camp is an asset.
- The Workshops Student Assistant are encouraged to have a strong background in a STEM program, although management backgrounds will also be considered.
- The Workshops Student Assistant must have strong experience working with excel and/or Google spreadsheets. Planning, organizational, multi-tasking, and self-directed work skills are integral in this role. Special consideration will be given to those who have worked in a STEM outreach environment in the past.
- A candidate who is a great fit for this position will be flexible, collaborative, and highly organized.
- The student assistant should have a clear understanding of how schools work and operate.
- Clear communication, excellent time management, and interpersonal skills are extremely important.
- Project management experience and experience managing and operating budgets is an asset.
- It is important to have excellent time management skills in order to balance this job alongside other commitments.
- The Workshops Student Assistant should have proven leadership skills, exceptional teamwork abilities, be capable of multitasking, and be comfortable in a self-directed work environment.

Term of Appointment
This position is part-time from September 6th, 2022 through to April 30th, 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
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.