Teacher Pro-D 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 Teacher Pro-D Student Assistant is required to:

1. Assist in the delivery of the Teacher Pro-D programs
   a. Create content for teacher pro-d programs
   b. Deliver teacher pro-d workshops
   c. Create systems of organization to improve the teacher pro-d programs
2. Assist with the planning for events
   a. Create a schedule for events in 2022/2023
   b. Determine curriculum for these events
   c. Create registration systems for these events
   d. Promote the events
3. Help the Coordinators with training of instructors
4. Complete all evaluations and reports in a timely manner
5. 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 centers, 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 Teacher Pro-D Student Assistant encouraged to have a strong background in a STEM program, although management backgrounds will also be considered.
- The Teacher Pro-D 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.
- The Teacher Pro-D 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 full-time. Applicants must be available on some evenings and weekends to attend events. This position runs from September 6th, 2022 to April 30th, 2023. Start date is flexible. An extension into the summer may be considered for the right applicant.

Renumeration

35 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. A higher wage may be offered for experienced applicants.

How to Apply

Please complete and submit the following items to Geering Up:
Application forms can be found on our website, https://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.