STEM Leadership Student Assistant - Job Description

About the Organization

UBC Geering Up Engineering Outreach is a non-profit organization dedicated to engaging the children and youth of British Columbia in STEM (Science, Technology, Engineering and Math) through fun, innovative, and hands-on experiments and projects. We recognize that there are systemic barriers that prevent many people from pursuing careers in STEM. Thus, Geering Up 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 through summer camps, in-school workshops, community outreach trips, clubs, and more.

More information about Geering Up and our programs is available on our website.

Job Summary

The STEM Leadership Student Assistant performs the set-up, recruitment, and oversight of the Geering Up STEM Leadership Program (STEMLP). STEMLP is an initiative that involves high school students learning valuable professional development skills, volunteering in camps, in addition to completing a group Social Development Project (SDP). More information about our volunteer programs can be found here.

The STEM Leadership Student Assistant should seek out opportunities for Geering Up to grow whenever possible, and should be passionate about getting youth involved in Engineering as well as STEM outreach.

Under the guidance of the Geering Up Coordinators, the STEM Leadership Student Assistant is required to:

1. Promote Geering Up’s volunteer programs at local high schools
   a. Contact high schools
b. Visit high schools and present to interested students

2. Collect and process applications for volunteers

3. Train all Leaders-in-Training (LITs)
   a. Run bi-weekly training sessions from February – May covering various technical skills
   b. Run volunteer training in June
   c. Be familiar with all of Geering Up’s policies

4. Support LITs throughout their time at Geering Up
   a. Guide LITs through their summer-long SDP
   b. Provide mentor support

5. Participate in the facilitation of Geering Up’s summer volunteer programs
   a. Collecting and tracking Criminal Record Checks for all volunteers
   b. Scheduling and communications with all LITs and Junior Instructors (JIs)
   c. Supporting volunteers during their volunteer work

6. Perform other duties, as requested by the Coordinators

Qualifications

● Strong background in Engineering, or possession of technical skills detailed below
● Intermediate to Advanced skills in at least 3 of JavaScript, C++, CAD, Website Design, Arduinos, etc. is required
● Experience working with youth ages 15-17, preferably in a teaching or mentorship environment
● Planning, organizational, multi-tasking, and self-directed work skills
● Project management experience and experience managing and operating budgets is an asset.
● The STEM Leadership 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 for vulnerable sectors on file before they before they may work with volunteers and children.

Term of Appointment
This position is full-time at 35 hours/week from January 3rd, 2023 - September 2nd, 2023.

This position is hybrid January-April, and a flexible in-person and work-from-home schedule can be determined between the applicant and the supervisor. Attendance is required in-person at UBC Vancouver from May-September.

Remuneration
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/ 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.