



UBC Geering Up
Engineering Outreach



Camps Administrative Student Assistant Job Description

How to Apply

Please apply on our website:

www.geeringup.apsc.ubc.ca/staff/

The application form will request you to attach a **resume**.

Applications sent via email or via careers online will not be accepted. The deadline for application is listed on our website.

Remuneration

\$20.55-21.14 per hour based on the applicant's time worked with Geering Up. 35 hours/week. To be paid out according to the calendar set by UBC payroll.

Why Join Geering Up?

- Work with passionate undergraduate students across multiple faculties
- Co-op eligible position
- Access to a national network of STEM outreach organizations. Learn more about the Actua network [here](#)
- Training on topics such as classroom management, working with youth with exceptionalities, utilizing educational technology
- Equity, Diversity, and Inclusion training
- Employment opportunities available throughout the year
- Leadership & program development opportunities for returning staff members
- Attend our annual staff training retreat!

What is Geering Up?

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 [here](#).

The Camps Administrative Student Assistant manages day-to-day administrative operations and client communications for our summer camp program.

What skills are we looking for?

- University student in a co-op program at the University of British Columbia
- Strong customer service skills
- Experience using common computer software such as Excel, Word, Sharepoint, Google Docs, and Outlook
- Proven leadership skills and exceptional teamwork abilities
- Excellent communication and interpersonal skills
- Planning, organizational, multi-tasking, and self-directed work skills
- Special consideration given to those who have worked in a customer service role in the past
- All Geering Up Staff must have a Criminal Record Check on file before they may work with children.

What would you do in this role?

- Respond to general inquiries about Geering Up's programming via email, phone, and in-person
- Prepare, print out, and organize camper information reports for each week's summer camps
- Maintain Geering Up's online registration system by updating waiting lists, and assisting in assessment of bursary applications
- Communicate with parents by preparing and sending out daily recap emails and pre-camp packages
- Complete all evaluations and reports in a timely manner
- Assist in prep tasks at the end of each day
- Perform other duties, as requested by the Camp Coordinators

Terms of Appointment

Full-time April 29th, 2024 – August 30th, 2024. Full time hours will be Monday to Friday from 8:30am to 4:30pm, with some flexibility. This position is based out of the UBC Vancouver campus.



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