



UBC Geering Up
Engineering Outreach

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 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?

- Gain skills in leadership, project management, professional communication, and more
- 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
- Work with other undergraduate students from multiple faculties
- Employment opportunities available throughout the year
- Co-op eligible position (if extended into a summer camps position)



Workshops Student Assistant Job Description

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 Workshops Student Assistant works closely with the School Programs Coordinator to organize and lead the in-school Workshops team.

What skills are we looking for?

- Strong background in STEM
- Strong experience working with children in a teaching environment
- Proven leadership skills and exceptional teamwork abilities
- Excellent communication and interpersonal skills
- Strong experience with Excel and/or Google Spreadsheets
- Planning, organizational, multi-tasking, and self-directed work skills
- Project management experience and experience operating budgets is an asset
- Basic understanding of the BC education system, and how schools work and operate
- All Geering Up Staff must have a Criminal Record Check on file before they may work with children.

*We encourage candidates to apply even if they meet only some of the skills criteria listed above

What would you do in this role?

- Book and schedule all elementary and high school workshops
- Advertise workshops to schools and answer any questions schools have via email or phone
- Assist in managing a team of instructors, including conducting team meetings, and performance reviews
- Follow safety and risk management policies and ensure every staff and student is safe and having fun
- Develop new workshop curriculum, and collaborate in improving current content
- Adhere to the program budget, and track all necessary expenses and registration revenue
- Complete all evaluations and reports in a timely manner
- Assist in prep tasks at the end of each day
- Assist the Coordinators in training of Workshop instructors
- Perform other duties, as requested by the School Programs Coordinator

Terms of Appointment

Full-time **April 29th, 2024 – June 11th, 2024** with opportunity to extend into other summer positions if desired. Full time hours will be Monday to Friday from 8:30am to 4:30pm, with some flexibility.



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