



InSTEM 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. 10 hours/week. To be paid out according to the calendar set by UBC payroll.

Why Join Geering Up?

- Science communication and teaching experience; teaching hours with Geering Up can typically be accepted by Education programs to fulfill admissions requirements.
- First Aid & CPR certification (unless currently certified)
- 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
- Leadership & program development opportunities for returning staff members
- Co-op eligible position

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 InSTEM Student Assistant works closely with the InSTEM Coordinator to lead a team of Instructors who travel to remote and Indigenous communities across BC.

What skills are we looking for?

- Experience working with Geering Up or another STEM outreach program is a strong asset
- Experience teaching science and engineering to youth is an asset
- Lived experience as (or experience working with) underprivileged and Indigenous youth is an asset
- Strong problem-solving and conflict resolution skills
- Proven leadership skills and exceptional teamwork abilities
- Special consideration given to those with formal training in special education and/or disability theory, land-based learning experience, and those who have worked in a summer camp environment in the past
- A driver's license is an asset
- 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 only meet some of the skills criteria mentioned above

What would you do in this role?

- Help plan Geering Up's outreach initiatives
- Foster ongoing relationships with communities previously visited by Geering Up
- Develop workshop schedules for outreach trips in collaboration with community contacts
- Reach out to new communities
- Plan logistics of trips, including booking accommodation and transportation
- Develop STEM curriculum for delivery in communities
- Plan and design workshops for elementary school classes
- Create educational and engaging camp activities
- Complete all evaluations and reports in a timely manner
- Assist in prep tasks including purchasing, preparation of materials, and packing supplies
- 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. The InSTEM team is based out of the UBC Vancouver campus.