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. The deadline for applications is on the website.

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](https://www.geeringup.apsc.ubc.ca/staff/).

What would you learn?

- 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](https://www.geeringup.apsc.ubc.ca/staff/)
- 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

What skills are we looking for?

- Website development skills are a necessity. Experience with website design with Wordpress is an asset; HTML/CSS/Javascript experience is needed
- Experience with graphic design, UX/UI design and photography is an asset.
- Working with children, particularly in an environment similar to Geering Up is an asset. Volunteer experience with Geering Up is an asset.
- Must be a current UBC student.
- A background in a STEM program is preferred, although management, graphic design or communications backgrounds will also be considered.
- Flexible, collaborative, and highly organized.
- Confident communicator and excellent listener; they will need to seek out information from our other Student Assistants.
- Excellent time management skills in order to balance this job alongside other commitments.
- Proven leadership skills, be capable of multitasking, and be comfortable in a self-directed work environment.

What would you do in this role?

- Edit and update the website when changes are needed
- Review and update outdated information on the website
- Ensuring consistency in page formatting and flow
- Assist in website development strategy, targeting key aspects such as
  - UX/UI
  - SEO
  - General structure and organization
- Produce graphics as required for the website
- Perform other duties, as requested by the coordinators

Terms of Appointment

Part-time April 29th, 2024 through to August 30th, 2024. Part time hours will be between approximately Monday to Friday from 8:30am to 4:30pm, with some flexibility.

Renumeration

$20.55 – $21.14 per hour at 20 hours/week. To be paid out according to the calendar set by UBC payroll.