



UBC Geering Up
Engineering Outreach

Terms of Appointment

Part-Time January 6, 2025, through to April 27th, 2025.

Remuneration

\$21.17 – 21.77 per hour at 10 hours/week. To be paid out according to the calendar set by UBC payroll.

Why Join Geering Up

- Experience with administrative and human resources related work
- Access to a national network of STEM outreach organizations. Learn more about the Actua network [here](#)
- Training on topics such as hiring processes and planning and conducting interviews
- See the behind the scenes of an educational outreach non-profit
- Develop strong communication skills
- Equity, Diversity, and Inclusion training
- Leadership & program development opportunities for returning staff members

Recruitment 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.

The Recruitment Student Assistant assists full-time staff in the intake, screening and processing of job applications for Geering Up's summer camps and other programs.

What would you do in this role?

- Support in the hiring of Geering Up Staff, including instructors, student assistants, and content creators
- Help to organize and deliver hiring materials like job descriptions, advertising content
- Represent and advertise Geering Up in hiring fairs
- Assist in reviewing and considering applications for Summer Roles
- Assist in planning and conducting group and individual interviews
- Communicate with prospective candidates regarding application, interview and hiring information
- Complete all evaluations and reports in a timely manner
- Perform other duties, as requested by the Camp Coordinators

What skills are we looking for?

- Proven leadership skills and exceptional teamwork abilities
- Excellent communication and interpersonal skills
- Planning, organizational, multi-tasking, and self-directed work skills
- Administration related skills, including proficiency with Excel, Qualtrics, Wordpress, etc.
- Experience processing applications and conducting interviews is an asset
- Proficiency in statistical analysis is an asset
- Being an active UBC Student 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 meet only some of the skills criteria listed above

How to Apply

Application form can be found on our website: www.geeringup.apsc.ubc.ca/staff/
You must apply via this form. Applications sent via email or via careers online will not be accepted. The deadline for applications is on the website.

