



UBC Geering Up
Engineering Outreach

STEM Leadership Program Student Assistant Job Description



Terms of Appointment

Part-Time January 6th, 2025
through to August 29th, 2025

Remuneration

\$21.17-21.77 per hour at 10-15
hours/week, extended to 20
hours/ week in the summer. 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
- Provide mentorship to a close-knit group of 30 high school students
- Equity, Diversity, and Inclusion training
- Leadership & program development opportunities for returning staff members

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](#).

What skills are we looking for?

- Strong background in engineering, or experience with engineering related topics
- Strong experience working with children in a teaching environment
- Proven leadership skills and exceptional teamwork abilities
- Excellent communication and interpersonal skills
- Planning, organizational, multi-tasking, and self-directed work skills
- Proven ability to create and implement working projects and models of scientific concepts
- Special consideration given to those who have worked in a summer camp environment in the past, and those with current Standard First Aid certification.
- 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

What would you do in this role?

- Collect and process applications for participants in the STEM Leadership Program (participants known as Leaders-in-Training or LITs)
- Conduct onboarding for LITs
- Support with training Geering Up's LITs, including training and professional development sessions
- Supervise and support participants in the STEM Leadership Program through their time at Geering Up
- Oversee the Social Development Project for the program, including technical skills training delivery (coding, soldering, breadboarding, arduinos, etc)
- Complete all evaluations and reports in a timely manner
- Perform other duties, as requested by the Camp Coordinators

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.

