



Materials Student Assistant

Job Description

Terms of Appointment

Full-Time **April 28th, 2025**
through to **August 31st, 2025**.

Remuneration

\$21.17-21.77 per hour at 35 hours/week April-June and 40 hours/week July-Aug. 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

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. Systemic barriers prevent many people from pursuing careers in STEM, so Geering Up strives to reach all children and youth, regardless of gender, ethnicity, culture, or socio-economic status. Over the past 29 years, we have reached youth through events, summer camps, in-school workshops, community outreach trips, clubs, and more. Find more information about our programs [here](#).

What skills are we looking for?

- Strong experience managing an inventory
- Proven leadership skills and exceptional teamwork abilities
- Excellent communication and interpersonal skills
- Planning, organizational, multi-tasking, and self-directed work skills
- Project management experience, experience managing, and operating budgets is an asset
- A driver's licence and access to a car for work is an asset
- Ability to lift up 40lbs is preferred
- Previous experience with Geering Up or similar STEM outreach program 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.

What would you do in this role?

- Order, organize, and prepare all materials needed for the successful programming of Geering Up: Keep an up-to-date inventory of all supplies, pack workshop bins, and prepare camp supplies in advance of each teaching day
- Oversee deliveries and online orders: Prepare a materials budget, ensure materials are delivered on time, track all orders and deliveries as they arrive, write up and submit expense claim forms if needed
- Follow and enforce safety and risk management policies
- Train, supervise, and provide guidance to staff and volunteers
- Complete all evaluations and reports in a timely manner
- Assistance with other special projects, as determined by Coordinators
- Perform other duties, as requested by the Camps Coordinators