



# Workshops Student Assistant Job Description

## Terms of Appointment

Full-Time **April 28th, 2025**  
through to **June 10th, 2025**.

## Remuneration

\$21.17-21.77 per hour at 35  
hours/week.

## 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 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
- 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/](http://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?

- Book workshops with many different schools, including secondary, elementary, French, and outreach schools
- Contact schools to organize new workshops and engage with new schools
- Create organized schedules for the workshops instructors which can assign instructors to schools, organize materials, and track various statistics
- Budget the various costs of workshops, creating a tracking system to account for all costs
- Manage workshop content, ensuring that content is appropriate for age levels and adapting to feedback from teachers and instructors
- 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