U of A Faculty of Engineering DiscoverE Engineering & Science Camps

Job Title: Off-Campus Programs Team Lead

Term: Temporary Full-Time paid position  
Job Start Date: January 7th, 2019  
Job End Date: August 31st, 2018  
Job Location: 2-215 Donadeo Innovation Centre for Engineering  
Hours: 35hrs/week  
Hourly Rate of Pay: $21.49

Application Deadline: Sunday, October 21st, 2018 at 11:59pm

Submit Resume and Cover Letter with 3 references via email to:

Ilana Young  
Director of DiscoverE  
2-215 Donadeo Innovation Centre for Engineering, 92211 – 116 St NW  
Edmonton, AB T6G 1H9  
Email: deoc@ualberta.ca  
Phone: 780-492-8986

Job Description

DiscoverE is a not-for-profit, student-delivered initiative of the Faculty of Engineering, at the University of Alberta, in Edmonton Alberta. We deliver high-impact classroom workshops, unique clubs and events, and engaging summer camps to more than 26,000 youth every year, and our programs reach over 70 communities across Alberta, northern British Columbia, southern Saskatchewan and the Northwest Territories. We deliver in-class science workshops and clubs during the months of September and June, and offer engineering, science, and technology day camps during July and August. The Off-Campus Team Lead will support the Camp and Workshop Coordinator and Director through customer service, curriculum development and planning, information management and administrative work. This position is required to travel.

Job Duties

- Community visits to build relationships and partnerships  
- Logistics for workshops and summer camps  
- Creating realistic schedules  
- Facilitating conversations with communities  
- Assist with development and maintenance of relations with schools  
- Meet with new local locations: Leduc, Sherwood Park, Spruce Grove, St. Albert, Campus Saint Jean, and Fort Saskatchewan  
- Meet with new non-local locations: Medicine Hat, Red Deer, Whitehorse, Prince George, Estevan, and Calgary
Scouting venues
Looking for field trip opportunities for camp season
Booking accommodations in smaller communities
Working with communities to create relevant programming and mentors
Creating opportunities for instructors to take participants to community events happening during camps
Assist with curriculum and lesson planning
Coordinate with our marketing team to ensure a presence on social media
Assist the Director in documenting statistics for reporting purposes
Required to travel

Job Qualifications

- Working towards an undergraduate degree or completed an undergraduate degree with some background in engineering, science, computer science, math, or education.
- First Nation, Metis, and Inuit background or outreach background considered an asset
- Superior communications skills and customer service skills
- Convey excitement and enthusiasm about science, engineering, math, and technology
- Positive role model
- Excellent conflict resolution and problem solving skills
- Ability to work as part of a team
- Mature interpersonal conduct
- Willingness to learn new material
- Proficiency in working with database/spreadsheet programs such as Microsoft Excel and the Google Drive
- Able to complete a Police Criminal Record Check (with vulnerable section)
- Class 5 driver’s license (GDL removed, or able and willing to get removed) is required for this role due to travel
- The ability to fluently speak French is an asset
- Previous experience with DiscoverE is an asset

We thank all applicants for their interest in DiscoverE, however only successful candidates will be contacted for an interview.

If you have any questions or concerns, please feel free to visit 2-215 DICE or email Ilana Young at deoc@ualberta.ca