U of A Faculty of Engineering DiscoverE Engineering & Science Camps

Job Title: Senior Instructor

This posting will be used to fill more than one position

Term: Temporary Full-Time paid position
Job Start Date: April 29th, 2019
Job End Date: August 26th, 2019
Job Location: 2-215 Donadeo Innovation Centre for Engineering
Hours: 35-40hrs/week
Hourly Rate of Pay: $18.74 per hour
($17.19 per hour plus 9% for Vacation pay, Stat. Holiday pay, and student rate)

Application Deadline: Sunday, February 17th at 11:59pm

We need three things to complete your application:

1. Creative Cover Letter*
2. Resume
3. Your answers to this [questionnaire](#)

Please submit your resume and creative cover letter to:
Ilana Young
Director of DiscoverE
2-215 Donadeo Innovation Centre for Engineering, 9211 – 116 St NW
Edmonton, AB T6G 1H9
Email: deoc@ualberta.ca
Phone: 780-492-8986

*Creative cover letters can be anything that you think is a great way to showcase why you want this position and why you would be a great fit. We will accept videos, voice recordings, songs, crafts, etc. The only limit is your imagination!

**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 northern Alberta and the Northwest Territories. We deliver in-class science workshops during the months of May and June, and offer engineering, science, and technology day camps during July and August. The senior instructors prepare for and deliver workshops and camps. They correspond directly with communities and schools. They are also directly responsible for the positive experience of each child participant.

**Job Duties**
• Help train instructors during workshop training and camp training (including updating training materials)
• Mentor and coach instructors including providing constructive feedback
• Lead the instructor team on out of Edmonton trips by talking and organizing with hotels, schools and communities and by making decisions when necessary
• Communicate with office and management to keep updated of any problems or issues on trips
• Prepare materials for workshops, special events and camps; pack these materials into bins and create supply lists for material purchasing under the direction of the Resource Coordinator
• Teach scientific concepts and run hands-on projects with enthusiasm, professionalism and efficiency to classrooms all over Edmonton and area, British Columbia, Saskatchewan and the Northwest Territories with fellow instructors
• Classroom management
• Keep facilities clean
• Follow safety and risk management procedures and ensure every participant is safe and having fun
• Travel to communities throughout Alberta, Northern British Columbia, Southern Saskatchewan, the Northwest Territories and potentially the Yukon
• Communicate with parents, campers, media, instructors, supervisors, teachers and other stakeholders
• Collect feedback from teachers, campers and parents

Job Qualifications

• Strong leadership skills
• Effective at emergency management
• Able to work in and successfully manage high stress situations
• Confident leading a group in a classroom setting
• Adaptable to new situations
• Able to engage participants effectively
• Superior communications skills
• Creative and detail oriented
• Convey excitement and enthusiasm about science, engineering, math, and technology
• Positive role model and mentor
• 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 eClass, Google Drive and other Google programs
• Enrolled fulltime in an undergraduate program at the U of A for the current academic school year, preferably with some background in engineering, science, computer science, math or education
• Previous leadership experience is an asset
• Demonstrated skill in creating lesson plans is an asset
• Previous teaching experience is an asset
• Class 5 driver’s license (GDL removed) is an asset
• Able to complete a Police Information Check (with vulnerable section)
• Ability to fluently speak French is an asset
• Previous experience with DiscoverE or a similar organization is an asset

Important Information for Applicants

• If successful, we require a Police Information Check (with vulnerable section)
• 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