U of A Faculty of Engineering DiscoverE Engineering & Science Camps

Job Title: Technology Specialist

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: $17.57 per hour
($ 16.12 per hour plus 9% for Vacation pay, Stat. Holiday pay, and student rate)

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

Submit Resume and Creative Cover Letter* with 3 references via email or in-person 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, British Columbia, Saskatchewan and the Northwest Territories. The Technology Specialists administer our eClass, oversee the deployment of iPads and trouble shoot technology issues within the office and programs. They will also work on programming projects and tech project development for participants.

Job Duties

- Creating technology related programming for clubs, camps, special events and workshops.
- Developing new ways to improve processes
- Technical support for Summer Camps
- Collect feedback from teachers, campers and parents.
- Assist with the set-up and maintenance of technologies in the office
- Support the administration and account management of eClass
- Works on special projects
- Additional special projects as needed – will be assigned by the management team

**Job Qualifications**

- Confident troubleshooting technology related problems
- Competent with computers and other forms of technology (arduinos, Kanos, etc)
- Working knowledge of HTML, Java and Python. Additional programming languages an asset
- 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
- Enrolled fulltime in an undergraduate program for the current academic school year, preferably with some background in engineering, science, computer science, math or education
- Experience with Unity, Lego Mindstorms, Blender, Tinkercad and/or other related programs an asset
- Knowledge in other technical areas, such as Nanotechnology an asset
- Demonstrated skill in creating lesson plans is an asset
- Previous experience in a tech support role is an asset
- Class 5 driver’s license (GDL removed) is an asset
- Able to complete a Police Information Check (with vulnerable section)
- The 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