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: May 4th, 2020
Job End Date: August 24th, 2020
Job Location: 2-215 Donadeo Innovation Centre for Engineering
Hours: 35hrs/week
Hourly Rate of Pay: $16.12 per hour (plus additional 9% or 10.5% depending on employee type)

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

We need two things to complete your application:

1. Cover Letter
2. Resume

Please submit your cover letter and resume to:

Sarah Toderian
Acting Outreach Coordinator of DiscoverE
2-215 Donadeo Innovation Centre for Engineering, 9211 – 116 St NW
Edmonton, AB T6G 1H9
Email: decd@ualberta.ca
Phone: 780-248-1859

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 technology assets, maintain QR sign in system and troubleshoot technology issues within the office and programs. They also help with the development of tech related curriculum for various DiscoverE programs.

Job Duties

• Create technology related programming for clubs, camps, special events and workshops
• Develop new ways to improve processes
• Technical support for DiscoverE programs and office with the help of the Faculty of Engineering’s IT department
• Collect and analyze feedback from teachers, participants, parents and other stakeholders
• Assist with the set-up and maintenance of technologies in the office
• Support the administration and account management of eClass
• Maintain the QR system that is used for camper sign in and sign out
• Keep technology assets library up-to-date
• Maintain employee swipe system
• Work on special projects (as assigned by management)

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 communication 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 or able to remove) and 19 years old or older 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 Sarah Toderian at decd@ualberta.ca