U of A Faculty of Engineering DiscoverE Engineering & Science Camps

Job Title: Curriculum Specialist and After School Instructor

Term: Temporary Full-Time paid position, this posting may be used to fill more than one position

Job Start Date: April 30th, 2018
Job End Date: August 31st, 2018
Job Location: 2-215 Donadeo Innovation Centre for Engineering

Hours: 35hrs/week*
Hourly Rate of Pay: $17.57 per hour
($16.12 per hour plus 9% for Vacation pay, Stat. Holiday pay, and student rate)

*Please note that successful candidate will need to be available Monday – Thursday until 7:30pm for after school programming from May 1st until June 30th, hours will be shifted accordingly.

Application Deadline: Applications will remain open until a suitable candidate has been found.

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 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 Curriculum Specialists and After School Instructors split their time in May and June between preparing for and delivering curriculum-based After School Clubs on select days of the week and are directly responsible for the experience of each student participant. In addition to these responsibilities, this position is also tasked with creating curriculum for the various programs DiscoverE offers including Girls Clubs, Camps, After School Clubs and Workshops.

Job Duties

- Create curriculum and content for girls clubs, camps, special events, and after school programs (engineering and science concepts and hands-on projects) with enthusiasm, professionalism and efficiency to use in classrooms all over Alberta and the NWT.
• Ensure all clubs, camps, after school programs and special event activities meet Alberta Education curriculum and outcome standards.
• Revamp curriculum on a two-year or three year schedule.
• Test all proposed projects, or coordinate with instructional staff to test projects
• Create and implement projects within a given budget and ensure the projects fall within these specified limits
• Come up with new and innovative ideas for projects that have not been done before
• Prepare materials for club projects, packing these materials into bins
• Identify materials and supplies that are necessary for After School Clubs
• Work with the Clubs, Curriculum & Special Event Coordinator to brainstorm themes and project ideas for the term and future clubs
• Driving to schools and community centers in Edmonton
• Delivering club content, teaching specific concepts and running hands-on projects with enthusiasm, professionalism, and efficiency to classrooms all over Edmonton with a fellow After School Club Instructor
• Following safety and risk management policies and ensuring each participant is safe and having fun
• Communicating with parents, participants, media, teachers, supervisors, instructors, and other community stakeholders

Job Qualifications

• 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.
• Background working with or using the Alberta Program of studies considered an asset
• Superior communications skills
• Convey excitement and enthusiasm about science, engineering, math, and technology
• Strong conceptual background in science
• 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
• Able to complete a Police Criminal Record Check (with vulnerable section)
• Class 5 driver’s license (GDL removed) is an asset
• 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