U of A Faculty of Engineering DiscoverE Engineering & Science Camps

Job Title: Satellite Senior Instructor

This posting will be used to fill more than one position.
Term: Temporary Full-Time paid position
Job Start Date: April 30th, 2018
Job End Date: August 31st, 2018
Job Location: 2-215 Donadeo Innovation Centre for Engineering
Hours: 35hrs – 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 11th, 2018 at 11:59pm

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

- Travel to satellite locations all over Alberta and the NWT
- Supervise staff on satellites for workshops and camps
- Prepare materials for workshop and camp projects, pack these materials into bins and create supply lists for material purchasing
- Deliver workshops (teach scientific concepts and run hands-on projects) with enthusiasm, professionalism and efficiency to classrooms all over Alberta and the NWT with a fellow team leader or instructor.
- Deliver camps on campus and in satellite locations across Alberta and the NWT
- Teach scientific concepts
- Classroom management
- Keep facilities clean
- Follow safety and risk management procedures and ensure every participant is safe and having fun
- Communicate with parents, campers, media, instructors, supervisors, teachers, and other stakeholders
- Collect feedback from teachers, campers and parents
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.
- Strong leadership skills
- Willingness to travel and spend one or more week(s) in satellite locations
- Superior communications skills
- Creative and detail oriented
- Convey excitement and enthusiasm about science, engineering, math, and technology
- Demonstrated skill in creating lesson plans is an asset
- 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 Access and Excel and the Google Drive
- Class 5 driver’s license (GDL removed) is an asset
- Able to complete a Police Criminal Record Check (with vulnerable section)
- The ability to fluently speak French is an asset
- Previous experience with DiscoverE, a Girls Club or a science camp is an asset

How to apply:

New to DiscoverE? Great! We need you to complete the following 4 items:

1) Get to know DiscoverE (www.discovere.ualberta.ca)
2) Fill in this online application (Should take about 30 minutes)
3) Submit your resume to deoc@ualberta.ca
4) A video cover letter, maximum of 3 minutes, to deoc@ualberta.ca

Senior Instructors - The video should be about why you would be a great fit for the DiscoverE team, and your leadership style.

Worked for us in the past? Fantastic! We need the following 3 items from you:

1) Fill in this online application (Should take about 30 minutes)
2) Submit your resume to deoc@ualberta.ca
3) A video cover letter, maximum of 3 minutes, to deoc@ualberta.ca

Senior Instructors - The video should explain your leadership style and why you would be a great SI.

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