U of A Faculty of Engineering DiscoverE Engineering & Science Camps

Job Title: Special Events Coordinator

Term: Temporary Full-Time paid position
Job Start Date: May 1st, 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)

Application Deadline: Sunday, February 25th, 2018 at 11:59pm

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 Special Events Coordinator directly oversees operation and planning for special events and will assist the Director in planning long term events. They also work to coordinate mentors and special visits and programming.

Job Duties

- Create and maintain curriculum and content for workshops, clubs, special events, and camps (scientific concepts and hands-on projects) with enthusiasm, professionalism and efficiency to be delivered in classrooms all over Alberta and the Northwest Territories.
- Prepare materials for special events, pack these materials into bins and create supply lists for material purchasing.
- Ensure all special event activities meet Alberta Education curriculum and outcome standards.
• Work with the Camp and Workshop Coordinator to review and edit curriculum for special events created by other staff.
• Keep facilities clean.
• Build safety planning into each special event activity.
• Follow safety and risk management procedures and ensure every participant is safe and having fun.
• Work on creating standardized information for Special Events, this also includes creating and fostering partnerships across Camps and within Edmonton.
• Communicate with parents, youth, media, instructors, supervisors, teachers, and other stakeholders.
• Organize and communicate with the instructional staff attending the event regarding the details of the event.
• Plan and communicate needs of the event with the community contact organizing the event.
• Collect feedback from instructors, teachers, parents, and community stakeholders.

Job Qualifications

• Class 5 driver’s license (GDL removed) is required for this role
• 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.
• Superior communications skills and customer service skills
• Convey excitement and enthusiasm about science, engineering, math, and technology
• 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
• Able to complete a Police Criminal Record Check (with vulnerable section)
• 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