U of A Faculty of Engineering DiscoverE Engineering & Science Camps

Job Title: Technology Specialist

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/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: 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 Technology Specialist manages our website and other sites used by DiscoverE. They administer our eClass, oversee the deployment of iPads and trouble shoot technology issues within the office.

Job Duties

- Communicate with parents, campers, media, instructors, supervisors, teachers, and other stakeholders.
- Collect feedback from teachers, campers and parents.
- Work with the Director to ensure the design and maintenance of the DiscoverE website is up to date.
- 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

• 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.
• Competent with computers
• Background working with or using the Alberta Program of Studies considered an asset
• Proficiency with web/print design/layout
• 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
• Working knowledge of HTML, Java, and Python. Additional programming languages an asset
• Experience with Portal 2, Unity, Lego Mindstorms, Blender, and Android Studio an asset
• Knowledge in other technical areas, such as Nanotechnology an asset
• 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