U of A Faculty of Engineering DiscoverE

Job Title: Community Relations Administrator
Term: Temporary Part-Time Paid Position
Job Start Date: January 8th, 2018 – Initial Meet and Greet 5pm – 7pm
Job End Date: April 27th, 2018, with the possibility of extension until August 30th, 2018.
Job Location: 2-215 Donadeo Innovation Centre for Engineering
Hours: 10hrs - 15 hrs/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: Monday, November 13th, 2017 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
Application Deadline: Open until suitable candidate is found

Job Description
DiscoverE is a not-for-profit, student-delivered initiative of the Faculty of Engineering, at the University of Alberta, in Edmonton Alberta. Our goal is to foster and grow youth interest in engineering, science and technology and math in youth (STEM). We focus on fun, accessibility and mentorship! We deliver high-impact classroom workshops, unique clubs and events, and engaging summer camps to more than 27,000 youth every year, and our programs reach over 80 communities across northern Alberta and the Northwest Territories. The Community Relations Administrator will support the Community Relations Coordinator and Director through customer service, information management and administrative work.

Job Duties
- Assisting in the organization of satellite trips
- Assist with curriculum and lesson planning appropriate for specific communities where needed
- Assist with development and maintenance of relations with First Nation, Metis, and Inuit Communities
- Coordinate with communities and our marketing team to ensure a presence on social media
- Assist in the collection and management of information from teachers and parents
- Communicate with parents, campers, instructors, supervisors, teachers, and other stakeholders on the phone and through email
- Prepare and distribute camper letters
- Update and maintain schedules on the staff portal
- Organize the DiscoverE main office, and assist with miscellaneous tasks as needed
- General administrative tasks and procedures
- File camper consent forms
• Assist the Director in documenting statistics for reporting purposes

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.
• First Nation, Metis, and Inuit background or outreach background considered an asset
• 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 and the Google Drive
• 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