U of A Faculty of Engineering DiscoverE

Job Title: Curriculum Specialist
Term: Temporary Part-Time Paid Position
Job Start Date: January 8th, 2018 – Initial Meet and Greet 5pm – 7pm
Job End Date: April 27th, 2018
Job Location: 2-215 Donadeo Innovation Centre for Engineering
Hours: 8hrs/week OR 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

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 Computer Curriculum work on and create computer based programing for clubs, camps and afterschool 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 haven’t been done before

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