U of A Faculty of Engineering DiscoverE

Job Title: Technology 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: 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 and 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. In 2018 the goal is to create a staff sign in and camper sign in for Summer 2018.
- 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