



UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING

Summer Employment Opportunity

Title: Chemistry Jr. Instructor

Date of Employment: Start date negotiable, through August 2017

Hiring Department: Engineering Outreach Office, Faculty of Applied Science & Engineering

Rate of Pay: \$15 per hour

Hours/Week: Part-Time (<20 hours/week), July 31 – August 18: Full-Time

Number of Positions: 4-6

Under the general direction of the Outreach Coordinator and the primary course instructors, the incumbent will provide support to the primary instructor during a three-week grade 12 Chemistry (SCH4U) course. These responsibilities will include preparing laboratory investigations, leading tutorial sessions, supporting evening and weekend excursions, grading assignments and other duties as assigned.

The incumbent will set up and take down laboratory investigations as directed by the primary instructor. Safety is the first priority in all laboratory activities. Researching risks and implementing appropriate safety measures is a must. The investigations should be open-ended to give students a guided- and open-inquiry experience.

The incumbent will lead tutorial evening held at the residence. Lesson plans for the tutorials will be submitted to the primary instructor ahead of each session. In addition to the lesson plans, the Junior Instructor will ensure that they have a thorough understanding of the material to be covered in the tutorials.

The evening and weekend excursion program will provide students with a broader, more in-depth understanding of course concepts. The incumbent will assist in planning evening and weekend excursions. The incumbent will accompany the excursions to ensure that learning objectives are met.

Minimum Qualifications

Education:

- Completion of high school; high achievement in AP Chemistry and/or grade 12 chemistry (SCH4U)
- Bachelor of Applied Science or Bachelor of Applied Science in Engineering Science in progress
- Standard First Aid and CPR-C, or willingness to obtain prior to July 31.

Experience:

Experience working with high school students

Experience providing university guidance is preferred

Required Skills:

Excellent interpersonal, oral and written communication. Demonstrated skill/aptitude in ensuring a safe chemistry laboratory; ability to work both independently and collaboratively in a supportive environment; tolerance for ambiguity and an ability to adapt to change quickly.



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Other:

Part-time work will be scheduled in collaboration with the Outreach Coordinator. The incumbent must be available to work full-time from July 31 to August 18, 2017. This position will require evening and weekend work.

A Police Clearance Letter will be required of all successful applicants.

How to Apply:

Qualified applicants should submit their **cover letter with resume and high school transcript** (showing grade 12 chemistry) to the attention of Claire Heymans, Outreach Coordinator, Engineering Outreach Office. Submissions can be emailed apply@engineeringoutreach.ca (please include the position you are applying for in the subject line), or dropped off in person at 35 St. George St (Galbraith Building), room 173.

Applications are due no later than 9:00 am on **Monday, March 6, 2017**.

Learn More:

For more information about the Engineering Outreach Office, visit www.outreach.engineering.utoronto.ca