



UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING

Winter Employment Opportunity

Title: March Break High School Programs Instructor

Date of Employment: January-March 2018

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

Rate of Pay: \$15.30 per hour

Minimum commitment: 3 hours of teaching (9am-12pm or 1pm-4pm) on March 13, 14, or 15.

Number of Positions: 10+

The Engineering Student Outreach Office (ESOO) is currently seeking instructors who will develop and deliver outreach activities for youth during March Break 2018.

The Engineering Student Outreach Office manages and administers the core outreach programs offered by the Faculty. We act as the central unit for outreach activities promoting Science, Technology, Engineering and Math (STEM) education to a wide audience. Instructors will have the opportunity to share their knowledge and inspire the minds of young Canadians through STEM education beyond the scope of a traditional classroom environment.

Duties and Responsibilities:

- March Break Instructors will be responsible for creating, delivering and teaching various innovative engineering-based programs, workshops and activities. Building on the **activity proposal** submitted with their applications, the instructors will prepare a detailed course outline, submit activities for safety approval, and materials lists for purchasing.
- Instructors will be expected to ensure that their programs are delivered in an engaging and accessible ways to students with an interest and aptitude in STEM. Emphasis is placed on showing students the relevance of the theoretical engineering knowledge being taught.
- Instructors must be prepared to handle behaviour management, attendance, and other logistics.

Education:

- Applicants must be an undergraduate students or recent graduate of a post-secondary institution. Preference will be given to students in undergraduate engineering programs. Applications from students in the sciences and other related disciplines are also encouraged to apply.
- Preference will be given to applicants who are First Aid-CPR certified, WHMIS Safety Trained and/or willing to obtain such training prior to the start date of the position.

Experience:

- Experience planning and delivering engaging engineering-related activities.
- Applicants must have experience working with youth aged 13-18, particularly in a camp or classroom setting.

Skills:

- Excellent oral and written communication, interpersonal and organizational skills
- Scientific/engineering literacy and technical knowledge
- Comfortable working in unpredictable and often-stressful environments, independently and as part of a team of diverse individuals
- A Police Clearance Letter will be required of all successful applicants.

Applicants Submit:

1. Cover letter
2. Resume
3. **Activity proposal** (one page max.: topics, learning outcomes, activity description, background knowledge, materials, potential safety hazards, preparation, procedure)

Learn More:

For more information about the Engineering Outreach Office, visit www.outreach.engineering.utoronto.ca. Qualified applicants should submit their cover letter with resume and activity 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).

Applications are due no later than 12:00pm (noon) on January 3, 2018.