



Summer Employment Opportunity

Title: Materials Lead

Date of Employment: Start date negotiable, through September 2018

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

Rate of Pay: \$16.30 per hour

Hours/Week: Jan - April: Part-Time (<10 hours/week), May – August: Full time (36.25-44 hours/week)

Working under the general direction of the Outreach Coordinators, the Materials Lead will support the day-to-day delivery of all outreach programs, including DEEP, Jr DEEP, Leadership, Community, and In-School Workshops. The Materials Lead works in conjunction with program Team Leaders and administrative staff, to organize, prepare, pack and transport all materials and equipment required by instructors, dons and counselors, ensuring accuracy and safety. The incumbent will assist in carrying out inventory in both April and August and will be responsible for organizing and maintaining program materials and equipment on an on-going basis.

The Materials Lead will be required to purchase materials from various vendors on a regular basis, tracking spending and assist in program costing. The incumbent will meet with Team Leaders to understand and support their team needs and manage the inventory of materials and equipment on hand including tech, such as A/V, computing and other devices; The incumbent will contribute to a final report to document activities, resources, processes and recommendations.

Minimum Qualifications

Education: A current, University of Toronto Engineering undergraduate student is preferred; students from other disciplines and recent graduates will also be considered.

Experience: Project planning, inventory control, camp and leadership experience is preferred; practical/laboratory experience preferred.

Required Skills:

- Familiarity with the buildings and labs utilized by the University of Toronto's Faculty of Applied Science & Engineering and Faculty of Arts and Science.
- Superior organizational skills.
- Well-developed problem solving skills, resourcefulness and initiative.
- High degree of technical knowledge; a high degree of scientific/engineering literacy.
- Demonstrated conflict resolution skills.
- Proven ability to produce results in high-pressure situations and under very tight timelines.
- Excellent oral and written communication skills.
- Professionalism, assertiveness, flexibility and enthusiasm.
- Ability to work independently and as part of a team.
- Highly developed computer skills, including Microsoft Office.
- Drivers Licence (G or equivalent) is an asset.

How to Apply:

Qualified applicants should submit their cover letter with resume to the attention of the Outreach Coordinators, 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**.

Learn More:

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