



Student Employment Opportunity

**Title:** Academic Team Leader

**Date of Employment:** January through to September 2019

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

**Rate of Pay:** \$18.62 per hour

**Hours/Week:** January - April: Part-Time (<20 hours/week), May – August: Full time (36.25 hours/week), September: (<10 hours/week)

**Number of Positions:** 2

The Academic Team Leaders (2) will play an important role for the Summer High School Outreach Programs of the Engineering Outreach Office, specifically DEEP Summer Academy and the U of T Engineering Academy. The Engineering 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.

The DEEP Summer Academy provides well-rounded and highly motivated high school students, with an aptitude for math and science, from across the world with the opportunity for advanced study in a variety of engineering, technology, business and science disciplines. Organized by the University of Toronto's Faculty of Applied Science and Engineering, DEEP offers one of the most diverse ranges of pre-university engineering and science courses in North America. Since its inception in 2003, DEEP has brought together over 10,000 like-minded students to explore some of the most innovative topics in engineering and science today—taught by some of our faculty's top Alumni, Ph.D. and Masters students. This program has been designed to expose bright young minds to concepts usually presented in the upper years of an undergraduate degree or in graduate school.

*More information about the DEEP Summer Academy can be found at: <http://uoft.me/deep>*

The U of T Engineering Academy is an opportunity for motivated high school students to engage with STEM in the lecture halls and labs of Canada's leading engineering school. Through a rigorous combination of classroom and experiential learning, including educational excursions throughout the city, students will prepare themselves for university while spending the summer in the world-class city of Toronto.

*More information about the U of T Engineering Academy can be found at: <http://uoft.me/academy>*



**Duties and Responsibilities:**

Academic Team Leaders will assist and support the development and delivery of High School Outreach Programs, primarily focused on DEEP Summer Academy.

Academic Team Leaders will support Instructors and Counselors, in addition to supporting the Engineering Outreach Office.

Academic Team Leaders are responsible for assisting in the development of innovative curriculum related to STEM education for the Engineering Student Outreach Office. Programs will comply with standards from the Ontario Camps Association (OCA) and the Council for the Advancement of Standards in Higher Education (CAS).

Academic Team Leaders will assist in coordinating the daily activities, materials and equipment, as well as announcements in the academic program-

Academic Team Leaders will work with the Outreach Coordinator to create weekly and monthly work-plans to ensure all deliverables are met on time and in advance of deadlines.

Academic Team Leaders will work with the Materials Team and the Outreach Coordinator to ensure all purchasing and reporting priorities are completed on time and in advance of deadlines.

There are two Academic Team Leader positions. Each position, in collaboration with the other, will be responsible for half of the high school courses.

As a members of the Senior Team, the Academic Team Leaders work collaboratively with Residence Life Coordinator, Materials Team, and Admin Team with regards to the admissions process, summer business, operations, and logistics. Specific duties include:

- a) Assisting with program promotion.
- b) Recruiting guest speakers.
- c) Assisting with Instructor Training (tentatively during Reading Week).
- d) Planning and delivering Counselor training.
- e) Liaising with Instructors for course requirements, materials and equipment.
- f) Consolidating materials requests from Instructors.
- g) Assisting with curriculum review, safety, materials and room bookings.
- h) Assisting with the coordination of transportation and trip details.
- i) Coordinating the Opening and Closing Ceremonies.
- j) Providing administrative support and documentation.
- k) Assist with/lead special events and programs as assigned.
- l) Responding to student situations that may arise in accordance to camp procedures.
- m) Ensuring a safe program environment.



**UNIVERSITY OF TORONTO**  
**FACULTY OF APPLIED SCIENCE & ENGINEERING**

**Education:**

- Applicants must be an undergraduate or recent graduate of the University of Toronto. 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.
- Team leaders will be expected to be First Aid-CPR certified, WHMIS Safety Trained and/or willing to obtain such training prior to the start date of the position.
- Food Safety training is an asset.

**Experience:**

- Experience leading a team of staff or volunteers
- Experience planning projects and/or events, piloting new initiatives
- Applicants must have experience working with youth aged 13-18.

**Skills:**

- Excellent oral and written communication, interpersonal and organizational skills
- Proven leadership, supervisory, and problem-solving skills
- Scientific/engineering literacy and technical knowledge
- Aptitude for staff development and coaching
- Demonstrated conflict resolution skills
- Comfortable working in an unpredictable and often-stressful environments, independently and as part of a team of diverse individuals
- Assertiveness, tact, sensitivity, initiative, flexibility, and enthusiasm
- Familiarity with the buildings and labs utilized by the University of Toronto's Faculty of Applied Science & Engineering
- Well-developed computer skills (Microsoft Office, Google Drive, etc.)
- Successful applicants should be available for and prepared to attend team training. All members of the Engineering Outreach Office will be required to attend/lead operations training and emergency procedures training.
- A Police Clearance Letter will be required of all successful applicants.
- Previously, the Academic Team Leaders have also had biotechnical, electrical hardware, or workflow planning skills. Persons with these skillsets are strongly encouraged to apply.

**Applicants Submit:**

1. Cover letter
2. Resume
3. Class schedule

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 to [apply@engineeringoutreach.ca](mailto:apply@engineeringoutreach.ca) (please include the position you are applying for in the subject line).

Applications are due no later than 12:00pm on Wednesday, December 5, 2018.