



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

**Title:** Mentor/Ambassador

**Date of Employment:** September 2019 – Feb 2020

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

**Rate of Pay:** \$15.30 per hour

**Hours of Work/Week:**

May-June: Variable to Full-time; July: Full-time; August: Variable to Full-time (less than 44 hours per week). September - February: Variable to Part-time (less than 10 hrs per week)

**Position Description:**

The Engineering Student Outreach Office (ESOO) is currently seeking student Mentors/ambassadors who will develop and deliver outreach programming for youth between September 2019 and February 2020 with programming stemming from the Engineering Leadership to Inspire Tertiary Education (Engineering LITE) program in July. Mentors/ambassadors affiliated with the Engineering LITE program will have the opportunity to share their knowledge, coordinate learning experiences and inspire the minds of young Canadians through hands-on STEM education and mentorship beyond the scope of a traditional classroom environment, with the aspiration to motivate more representation within Science, Technology, Engineering and Math (STEM) at a post-secondary level. During the school year (September-February), Mentors/ambassadors will offer STEM workshops, university informational sessions, tutoring and facilitated mentorship to previous students of the Engineering LITE program and other students from affiliated schools or community programs. Instructors should be prepared to travel during the school year, with transportation being arranged by the office if needed. This position is eligible for recognition through the Co-Curriculum Record (CCR) for University of Toronto students.

**Duties and Responsibilities:**

Mentors/ambassadors will be responsible for creating, delivering and teaching various innovative STEM programs, workshops and activities.

Mentors/ambassadors will be expected to ensure that their programs are delivered in engaging and accessible ways to students with an interest and aptitude in STEM.

Mentors/ambassadors will be responsible for assisting the coordination of the Eng LITE curriculum

Mentors/ambassadors will be expected to travel during the school year to affiliated schools or community programs to provide instruction and mentoring touch-points for students

Specific duties include:

1. Addressing student, parental and program needs as appropriate
2. Ensuring cleanliness of classrooms/program areas/vans at the end of the day
3. Maintaining a safe environment
4. Confirming student attendance



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5. Ensuring smooth program flow
6. Assisting materials team and coordinator in the acquisition and distribution of materials
7. Participating in site-specific training, supervision, equipment and safety
8. Assisting with the coordination of transportation and trip details
9. Assisting with the development of the evaluative component of the program and registration details as required
10. Assisting/coordinating special events and programs as assigned
11. Engaging in digital or social media activities as needed in consultation with the Communications Specialist
12. Participating in program planning and implementation of key touch points throughout the school year

**Experience, Education and Qualifications:**

Applicants should present experience working with children and youth, with preference given to those with experience in a camp setting.

Applicants should present and interest/experience/training in relevant STEM topics.

Applicants should have experience working with underrepresented communities and preference will be given to students who have previous experience in diversity, equity and/or inclusivity considerations

Successful applicants should be available for and prepared to attend team training.

Applicants should be an undergraduate, graduate student or recent alumni of the University of Toronto, with preference given to students with an engineering background. Applications from students in the sciences, education, equity studies and other related disciplines are also encouraged to apply.

Instructors will be expected to be First Aid-CPR certified and complete WHMIS safety training and/or willing to obtain such training prior to the start date of the position.

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

An Ontario G-class driver's licence and clear abstract is also desirable.

Instructors may develop and deliver curriculum connected to the following STEM disciplines/areas/themes: Science (biology, chemistry, physics; and sub-disciplines), Technology (savvy, ethics, impact, design, production), Engineering (chemical, electrical, mechanical, computer, aerospace, environmental, civil, industrial), Math (statistics, calculus,



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algebra/geometry, economics), Leadership (teamwork, empowerment, networking)

**Applicants Submit:**

1. Résumé
2. A one-page description of course content

Please select discipline(s) from the listed themes that you would be interested in teaching and where you can demonstrate relevant foundational knowledge. In addition to submitting your résumé, please include a short (maximum one-page) description of how you imagine delivering this theme (activities, topics, demonstrations, etc.). Please include all information you think would be necessary.

Qualified applicants should submit their résumé and one-page description of course content, to the attention of Darlee Gerrard, Coordinator, Engineering Outreach Office at [apply@engineeringoutreach.ca](mailto:apply@engineeringoutreach.ca)

**Applications Due:** August 29, 2019 at 12:00pm

**Number of Positions:** ?

*We thank you in advance for your application.*

*Please note that only those selected for an interview will be contacted.*