

Summer Employment Opportunity

Title: Materials Team Member - Computer Deployment

Date of Employment: Start date negotiable, through August 31, 2019

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

Rate of Pay: \$17.30 per hour

Hours/Week: May – August: Full time

Working under the general direction of the Outreach Coordinators, Associate Director of Information Security and Enterprise Systems, and the Materials Team Leader, the Materials Team Member will support the day-to-day delivery of all outreach programs, including DEEP, Jr DEEP, Leadership, Community, and In-School Workshops. The Materials Team Member will assist in carrying out technology inventory in both June and August, and will be responsible for organizing and maintaining technology equipment including A/V and computing devices. The incumbent works in conjunction with program staff and administrative staff, to organize, prepare, pack and transport all materials and technology equipment required by instructors, dons, and counselors, ensuring accuracy and safety.

The Materials Team Member will be required to purchase equipment from various vendors on a regular basis, tracking spending and assist in program costing. The incumbent will meet with program Team Leaders to understand and support their team's technology needs; The incumbent will contribute to a final report to document activities, resources, processes and recommendations.

Minimum Qualifications

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

Experience: Project planning, inventory control, computer networking, camp and leadership experience is preferred; practical/laboratory experience preferred; Certifications in Microsoft Technologies, Servers, Storage, and desktop systems 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.
- Working technical knowledge of network, PC, and platform operating systems.
- Working technical knowledge of current systems software, protocols, and standards.
- Hands-on software and hardware troubleshooting experience.
- Excellent oral and written technical communication skills.
- Superior organizational skills.
- Well-developed problem solving and conflict resolution skills.
- Proven ability to produce results in high-pressure situations and under very tight timelines.
- Professionalism, assertiveness, flexibility and enthusiasm.



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- Ability to work independently and as part of a team.
- Drivers Licence (G or equivalent) is an asset

How to Apply:

Qualified applicants should submit their cover letter with resume to the attention of Mickole Mulano, Engineering Outreach Office. Submissions can be emailed mickole@engineeringoutreach.ca (please include the position you are applying for in the subject line).

Applications are due no later than 12:00 pm (noon) on **May 15, 2019**.

Learn More:

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