



UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING

Part-Time Employment Opportunity

Title: High School Instructor

Date of Employment: September 2019 to March 2020

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

Rate of Pay: \$16.62 per hour

Hours/Week: Part-Time (<10 hours/week)

Number of Positions: up to 12

About the Engineering Outreach Office

The Engineering Outreach Office is dedicated to contributing to the development and education of the participants in our pre-university programs. We strive to ensure that the Faculty of Applied Science & Engineering at the University of Toronto prepares both high school students, as well as undergraduate and graduate students, to be engaged global citizens who see the impact of their actions. For more information about the Engineering Outreach Office, visit: <http://outreach.engineering.utoronto.ca/aboutus.htm>

About the Engineering High School Saturday Program

This program gives students an overview of a field in engineering. Engineering concepts and potential real-world applications are explored through the lens of a 21st century challenge. This lens shows students that “engineers make a world of difference, are creative problem solvers, help shape the future, and essential to our health, happiness, and safety.” (National Academy of Engineering - <http://www.engineeringchallenges.org/>)

Duties and Responsibilities:

High School Instructors will be responsible for creating, delivering and teaching various innovative engineering-based programs, workshops and activities. Building on the course 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.

While volunteers may be present to handle behaviour management, attendance, and other logistics, the instructors must also be prepared to handle these responsibilities.

Instructors will also be invited to instruct for a range of events and activities during the academic year, including Reading Week and March Break programs, as they are scheduled.

Education and Experience:

Education: Applicants must be students or recent graduates of the University of Toronto. Preference will be given to students in undergraduate and graduate engineering programs. Applications from students in the sciences and other related disciplines are also encouraged.

Experience: Applicants should demonstrate experience working with youth, especially within a camp or other youth program setting. Experience working with a high school audience is preferred. Particular skills (for example, the ability to teach coding; knowing how to solder; experience in a wet lab) are required if applicable to the course proposed.

Instructors will be expected to be certified in Standard First Aid and CPR-C, WHMIS Safety trained 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.

Availability: Instructors are expected to be available for all the days of the session they will be working on. You are encouraged to instruct for more than one session. *Tentative* session dates are:

Fall - Session 1	Fall - Session 2	Winter - Session 1	Winter - Session 1	March Break
October 5	November 9	January 18	February 15	March 16
October 19	November 16	January 25	February 22	March 17
October 26	November 23	February 1	February 29	March 18
November 2	November 30	February 8	March 7	March 19
				March 20

Additional programs, events and teaching opportunities will be made available during the academic year.

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)

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 11:59pm on Saturday, August 31, 2019.

Learn More:

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