



UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING

Summer Employment Opportunity

Title: Materials Specialist

Date of Employment: Start date negotiable, through September 11th, 2020

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

Rate of Pay: \$17.30 per hour

Hours/Week: February - April: Part-time; May – August: Full time; September: Part-time

Number of Positions: Five (5)

Duties & Responsibilities

Working under the general direction of the Outreach Coordinators and the Materials Team Leader, the Materials Specialist will be tasked to organize, prepare, pack and transport all materials and equipment required by instructors, dons, content specialists, counselors, and other senior program staff members. Each Materials Specialist will be responsible to support the day-to-day delivery of the following Engineering Outreach summer programs:

- ❑ **High School Programs:** DEEP Spring Seminar Series, DEEP Summer Academy, DEEP Engineering Academy, New College Pre-U, DEEP Residence, and Blueprint.
- ❑ **Junior Programs:** Jr. DEEP Academy, Jr. DEEP Coding, Girls Jr. DEEP, Makerspace, Jr. DEEP In-School Workshops, Jr. DEEP Scarborough, LAUNCH, Destination STEM, and ENGage.
- ❑ **Technology:** This incumbent will be responsible for organizing and maintaining technology equipment including A/V and computing devices. The incumbent will support the technology needs of all Engineering Outreach summer programs including computer deployment and assisting with any software and hardware troubleshooting issues.

For more information about the Engineering Outreach summer programs can be found on:

<https://uoft.me/EOOSummerPrograms2020>

Specific duties include:

- ❑ Work collaboratively with summer program Team Leaders to understand and support their team's materials needs.
- ❑ Consolidating requested program materials requests from instructors, dons, content specialists, counselors. Liaising with them to ensure that expectations from both parties are met.
- ❑ Preparing and packing requested program materials with a high degree of accuracy.
- ❑ Responding to materials-related situations that may dynamically arise.
- ❑ Training instructors, dons, content specialists, counselors, and other senior program staff members on the guidelines of proper materials/equipment usage and proper disposal techniques.
- ❑ Purchasing materials from various online and in-store vendors on a regular basis.
- ❑ Assisting in the development of innovative curriculum related to STEM education.
- ❑ Carrying out inventory of the materials inventory room in both May 2020 and August 2020 with a high degree of accuracy and assisting instructors and summer program Team Leaders in the location of materials.



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- Maintaining the organization of the materials inventory room on an on-going basis and ensuring that materials are stored in a secure location in accordance with appropriate safety standards from
- Documenting program expenditures and providing rationale to purchases.
- Liaising with facility managers from the University of Toronto to secure technical equipment and laboratory spaces for programming.
- Ensuring cleanliness and safeness of classrooms and program areas.
- Documenting activities, resources, processes, and recommendations in a final report for future references.

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 other related disciplines are also encouraged to apply.

Experience and Skills

- Experience in project planning, inventory control, procurement, computer networking, camp and leadership experience, and practical/laboratory experience is preferred
- Familiarity with the buildings and labs utilized by the University of Toronto's Faculty of Applied Science & Engineering and Faculty of Arts and Science
- Familiarity with the Ontario Camp Association standards and safety standards from the University of Toronto's Environmental Health & Safety administration is preferred. All Materials Specialists will be required to participate in relevant, ongoing training
- High degree of technical knowledge; a high degree of scientific/engineering literacy. Familiarity with current STEM education programs and activity kits is preferred.
- Superior organizational skills
- Well-developed problem-solving and conflict resolution skills
- Resourcefulness with 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 Excel
- Able to work flexible hours, including some evenings and weekends
- Be able to occasionally lift 10-20 kg at short distances
- Ontario G or G2 Driver's License is an asset (*Please indicate this in your cover letter if met. Should the applicant be required to drive as part of the role, a driving abstract will be required, cost covered by the Engineering Outreach Office*)
- Applicable to the Technology Materials Specialist:
 - 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



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Applicants Submit:

1. Cover letter
2. Résumé / CV
3. Class schedule (*if currently an undergraduate or graduate student*)

Ensure all documents are submitted as: FIRSTLASTNAME_Coverletter, and FIRSTLASTNAME_Resume, respectively.

Qualified applicants should submit their cover letter with résumé to the attention of Mickole Mulano, Materials Team Leader, Engineering Student Outreach Office. Submissions can be emailed to 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 **February 17th, 2020**.

Learn More:

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