

Employment Opportunity

Title: EngLIFE Mentor

Date of Employment: October - December 2020

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

Rate of Pay: \$16.30

Deadline to Apply: October 30, 2020

Positions available: 4

Campus: St George Campus

About the Department

The Engineering Student 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. Instructors will have the opportunity to share their knowledge and inspire the minds of young Canadians through STEM education beyond the scope of a traditional classroom environment.

Position Description:

The Engineering Student Outreach Office (ESOO) is currently seeking EngLIFE Mentors who will develop and deliver outreach programming virtual and/or in person, for youth between October 2020 and February 2021 with programming stemming from the Engineering Leadership to Inspire Further Education (EngLIFE) program in July. Mentors affiliated with the EngLIFE 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 will offer STEM workshops, university informational sessions, tutoring and facilitated mentorship to previous students of the EngLIFE program and other students from affiliated schools or community programs.

The EngLIFE suite of programs include the following: Launch, Girls in Space, ENGage, EngLIFE Outreach Workshops, Blueprint, ENGage High School Saturdays. Mentors will work closely with our Blueprint program.

This position is eligible for recognition through the Co-Curriculum Record (CCR) for University of Toronto students.

Duties and Responsibilities:

Mentors will be responsible for creating, delivering and teaching various innovative STEM programs specifically Physics and Math concepts virtually and in person if possible, workshops and activities. Mentors will be expected to ensure that their programs are delivered in engaging and accessible ways to students with an interest and aptitude in STEM.

Specific duties include:

1. Mentors are encouraged to offer support and guidance, and demonstrate leadership to all program participants being mindful that they are representing the Faculty of Applied Science & Engineering and the University of Toronto.
2. Addressing student, parental and program needs as appropriate.
3. Maintaining a safe virtual environment.
4. Confirming student attendance.
5. Ensuring smooth program flow.
6. Assisting materials team and Team Lead in the acquisition and distribution of materials.



UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING

7. Mentors are required comply with any safety procedures outlined in training.
8. Assisting with the development of the evaluative component of the program and registration details as required.
9. Assisting/coordinating special events and programs as assigned.
10. Engaging in digital or social media activities as needed in consultation with the Communications Specialist.
11. Supporting Curriculum experts in content delivery, and virtual classroom engagement.
12. Facilitating group discussions, study groups and other virtual programming.
13. Conducting Student Check-ins in a group or one-on-one setting.
14. Participating in program planning and implementation of key touch points throughout the school year.
15. Mentors 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.
16. A Police Clearance Letter will be required of all successful applicants.

Qualifications:

Students of the University of Toronto preferred. Students from other institutions are welcome to apply. Preference will be given to students in undergraduate and graduate engineering, science, and education programs. Applications from students in other disciplines are also encouraged to apply. If you have experience in tutoring in Math or Physics, please indicate this in your cover letter.

- Applicants should have a strong record of teaching or Past experience in facilitating educational workshops, using engaging teaching methods.
- Applicants must be able to demonstrate considerable depth of knowledge and experience in the subject area (Physics and Math).
- The applicant must be able to speak to a group (25 students) in a clear voice, and explain concepts clearly

Applicants Submit:

1. Cover letter
2. Resume

Qualified applicants should submit their cover letter with resume to the attention of **Cassandra Abraham**, Outreach Programs Coordinator, Engineering Outreach Office. Submissions can be emailed to Cassandra@engineeringoutreach.ca.

Learn More:

For more information, visit www.outreach.engineering.utoronto.ca