



**Title:** *University of Toronto Engineering EngLIFE Team Leader*

**Dates of Employment:** March 2021 – August 2021

**Department:** Engineering Outreach Office, Faculty of Applied Science and Engineering

**Rate of Pay:** \$21 per hour

**Hours/Week:** May-July: Full-time (approx. 35 hours/week), with possibility of extension into August

**Number of Positions:** 1

The *Engineering Outreach Office (EOO)*, created in Fall 2009, 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. We design and deliver programs centrally, and coordinate the activities by other entities including student organizations, Faculty members, and Departments. The vast majority of outreach activities supported by EOO are pre-university programming.

The Engineering Outreach Office at the University of Toronto is happy to add the EngLIFE suite of programs to our Pre-University Programs. EngLIFE programs seek to highlight, develop and provide opportunities for students from underrepresented groups and students in underserved communities to engage in science, technology, engineering and mathematics (STEM) curriculum.

This position will be expected to adapt quickly with the rapidly evolving situation.

EngLIFE Suite of Programs- Launch, Girls in Space, ENGage, EngLIFE Outreach Workshops, Skule Sisters, Blueprint, ENGage High School Saturdays.

Team Lead will work lead Girls in Space, Launch and Skule sisters' program.

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

**Duties and responsibilities:**

Reporting to the *Outreach Coordinator*, and under the direction of the *Associate Director, Engineering Outreach Office*, the Launch Team Leaders will support the implementation of virtual and alternative programs to meet the educational objectives outlined by Engineering Outreach. This position will support the delivery of engaging STEM curriculum. This position will guide a team of Mentors/instructors, and will work to create curriculum for programing. Team Leaders are responsible for ensuring that safety standards are upheld during online activities. Team Leaders will plan and deliver program elements based on the Ontario Curriculum.

Specific duties may include:

1. Maintaining a safe virtual environment

2. Addressing student and program needs as appropriate
3. Training and coaching Mentors/Instructors
4. Scheduling, planning, and leading semi-weekly meetings with Mentors and Content specialist.
5. Development of online-based training, curriculum review, safety, and materials requests
6. Assisting coordinators in the acquisition and distribution of materials
7. Assisting with tools required for virtual learning, including Audio-Visual, and Learning Management System (LMS)
8. Assisting with the development of the evaluation component of the program and registration details as assigned
9. Recruiting guest speakers
10. Communicating and liaising with communities as required including program information sessions and workshops.
11. Engaging in digital or social media activities as directed
12. Program applicant review and selection
13. Responding to participant situations that may arise in accordance with program/site procedures
14. Special projects – Operationalizing action plans for current and prospective Engineering Outreach Office programs and events

**Experience and education:**

Preference will be given to University of Toronto Engineering students, or recent graduates. Knowledge and experience of first-year engineering programs is required.

Applicants must have experience working with youth and young adults, preferably in a camp or school environment; experience demonstrating professionalism, exercising sound judgment, working independently and using strong organizational skills.

Applicants must have familiarity with the delivery of STEM content and an ability to understand and communicate a range of scientific concepts to diverse audiences.

Able to work flexible hours, including some evenings and weekends.

Collaborative and teamwork skills; Strong oral and written communication skills; Familiarity with equity and social justice approaches to education; Familiarity with the Ontario Camp Association standards preferred.

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

Comfort and familiarity utilizing various online applications and services is required (Quercus, Google Suite, Microsoft Teams, etc.)

**Applicants submit:**

1. Cover-letter
2. Résumé

Qualified applicants should submit their cover letter and résumé, to the attention of Cassandra Abraham, Outreach Coordinator, Engineering Outreach Office at [cassandra@engineeringoutreach.ca](mailto:cassandra@engineeringoutreach.ca). Please include the position you are applying for in the subject line.

**Applications Due:** April 9, 2021 at 12:00PM EST.