

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

**Dates of Employment:** May 2021 – October 2021

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

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

**Hours/Week:** May-August: Full-time (approx. 35-40 hours/week), Sept-October Part-Time (approx. 20 hours/week)

**Number of Positions:** 1

The Blueprint Team Leader will play an important role in our Blueprint Programs. Blueprint is an academic enrichment program that was designed for highly motivated black students in grades 10 and 11 who are interested in careers in Science, Technology Engineering and Math with a strong interest in Engineering. The Blueprint Team Leader will help deliver, instruct, and coordinate a core program of the Engineering Outreach office in engaging, inspiring, and accessible ways to Black high-school students. The Team Leader will help lead the development and delivery of the Blueprint curriculum and activities during the summer virtually.

More information about Blueprint can be found on <http://uoft.me/myblueprint>

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

Blueprint Team Lead will lead our Blueprint, ENGage HS Saturdays and other EngLIFE programs.

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 Blueprint 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 the curriculum for programming. 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.

Some specific duties may include:

1. Maintaining a safe virtual environment
2. Addressing student and the program needs as appropriate
3. Training and coaching Mentors/Instructors

4. Scheduling, planning, and leading semi-weekly meetings with Mentors and Content specialists.
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 applicants 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
15. Coordinating the Opening and Closing Ceremonies.

**Experience and education:**

- o Experience working in, teaching, and/or mentoring diverse groups; particularly with groups who primarily self-identify as Black/Afro-Caribbean/African in constituency
- o Ability to contribute to fostering diversity on campus, and within Outreach programming.
- o Applicants must have experience working with children and youth, preferably in a camp environment; experience demonstrating professionalism, exercising sound judgment, working independently and using highly developed organizational skills.
- o Applicants should be undergraduate students, graduate students or recent graduates of the University of Toronto. \*Preferred not Mandatory\* Preference will be given to students in undergraduate or graduate engineering programs. Applications from students in the sciences, education and other related disciplines, are also encouraged to apply.
- o Applicants must have familiarity with the delivery of science, technology, engineering, mathematics (STEM) content and an ability to understand and communicate a range of

scientific concepts to diverse audiences. A Police Clearance Letter will be required of all successful applicants.

o 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.

o Comfort and familiarity utilizing various online applications and services are 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.