

Title: *University of Toronto Engineering Academy Academic Mentor*

Dates of Employment: May 2022 – August 2022

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

Hours/Week: May-August: approx. 20-40 hours/week

Rate of Pay: \$15.60/hour

Number of Positions: 34

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 *University of Toronto Engineering Academy (UTEA)* implemented new virtual courses in Summer 2020. Due to the continued effects of the pandemic, UTEA will be offered again in 2021.

Duties and responsibilities:

Reporting to the *Outreach Coordinator, DEEP and High School Programs*, and under the direction of the *Associate Director, Engineering Outreach Office*, the UTEA Academic Mentors will lead twice-weekly **chemistry, computer programming, math, or physics** tutorials for high school students preparing for their transition to university. Academic Mentors will meet with Curriculum Experts and/or University Instructors before each tutorial to discuss the content of the tutorial and strategies to support students.

Specific duties may include:

1. Maintaining a safe virtual environment
2. Preparing and delivering two hour-long virtual (synchronous) tutorials per week for ~3 groups of high school students, submit planning documents within stated deadlines, submit post-tutorial report within 24 hours of tutorial
3. Attending weekly meetings with other Academic Mentors, Team Leaders, Curriculum Experts, and University Instructors
4. Complete problem sets and online learning activities to ensure proficiency in the subject matter

5. Build proficiency with tools required for virtual learning, including Audio-Visual, and Learning Management System (LMS)
6. Regular communication with students using specified platforms
7. Responding to participant situations that may arise in accordance with program/site procedures

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.

The following are considered valuable assets:

- have experience working with youth and young adults, preferably in a camp or school environment; or
- have experience as a TA with Engineering Strategies & Practice (APS111/2), Praxis (ESC101/2) and/or APS100

Applicants must be very comfortable with of high school chemistry, computer programming, math, or physics concepts

A demonstrated ability to understand and communicate a range of scientific concepts to diverse audiences is an asset

Self-directed and self-motivated; this is a work-from-home/remote position

Able to work consistent hours week-to-week; possibility of early morning, evening, or weekend work

Demonstrating professionalism, exercising sound judgment, working independently, and using strong organizational skills

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

A Police Clearance Letter will be required of all successful applicants

How to apply:

Qualified applicants should complete the [application form](#), including their résumé, by **April 17, 2022**.

Link to application form: <https://forms.gle/TYUcAa5pzEJ47wTe9>

Questions or requests for accommodation may be sent to the attention of Claire Heymans, Outreach Coordinator, Engineering Outreach Office at apply@engineeringoutreach.ca. Please include the position you are applying for in the subject line.

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.