Student Employment Opportunity

Title: Materials Specialist
Date of Employment: May 2023 through to September 2023
Hiring Department: Engineering Outreach Office, Faculty of Applied Science & Engineering
Rate of Pay: $20.32 per hour
Hours/Week: May – August: Full-Time, September: Part-Time
Number of Positions: 5

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. Most outreach activities supported by EOO are pre-university programming.

Duties & Responsibilities
Working under the general direction of the Outreach Coordinators, 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 Summer Academy, Blueprint, CREATE Global Engineering Challenge, IDEA, and Academic Prep
- Junior Programs: Jr. DEEP Academy, Jr. DEEP Coding, Girls Jr. DEEP, Makerspace, Jr. DEEP In-School Workshops, Jr. DEEP Markham, 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.

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 April/May 2023 and August/September 2023 with a high degree of accuracy and assisting instructors and summer program Team Leaders in the location of materials.

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 safety of classrooms and program areas.

Documenting activities, resources, processes, and recommendations in a final report for future reference.

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 kits, fabrication tools, and safety 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 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

- 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

- Driving: *(Please indicate in your cover letter if you meet all of the following.)*
  - Ontario G Driver’s License (or equivalent)
  - Age 21 or higher by May 2023
Comfortable driving mini-vans or other larger vehicles
Should the applicant be required to drive as part of the role, a driving abstract will be required.
The cost of the abstract covered by the Engineering Outreach Office.

How to apply:
Qualified applicants should complete the application form, and include their résumé, by May 1, 2023
application form: https://forms.gle/V1duHnBzpHetDiga7

Questions or requests for accommodation may be sent to the attention of the Director, Engineering Outreach Office at dawn.britton@utoronto.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.