



Student Employment Opportunity

Title: High School Team Leader

Date of Employment: March 2024 through to September 2024

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

Rate of Pay: \$22.65 per hour

Hours/Week: March - April: Part-Time, May – August: Full-Time, September: Part-Time

Number of Positions: 3

The High School Programs Team Leaders (3) will play an important role for the Summer High School Outreach Programs of the Engineering Outreach Office, specifically DEEP Summer Academy (1), and the CREATE Global Engineering Challenge (2). The Engineering 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.

DEEP provides well-rounded and highly motivated high school students, with an aptitude for math and science, from across the world with the opportunity for advanced study in a variety of engineering, technology, business and science disciplines. Organized by the University of Toronto's Faculty of Applied Science and Engineering, DEEP offers one of the most diverse ranges of pre-university engineering and science courses in North America. Since its inception in 2003, DEEP has brought together over 10,000 like-minded students to explore some of the most innovative topics in engineering and science today—taught by some of our faculty's top Alumni, Ph.D. and Masters students. This program has been designed to expose bright young minds to concepts usually presented in the upper years of an undergraduate degree or in graduate school. (DEEP is expected to reach ~200 high school students in 2023.)

New for 2023, the **CREATE**: Global Engineering Challenge is a summer program for high school students from Toronto, Canada, and around the world. This program encourages students to use the engineering design cycle to explore creative and sustainable solutions to real world problems. (CREATE is expected to reach ~1100 high school students in 2023.)

Duties and Responsibilities:

Team Leaders will assist and support the development and delivery of High School Outreach Programs, primarily focused on DEEP Summer Academy (1) or CREATE: Global Engineering Challenge (2).

Team Leaders will support Instructors, Counselors, and Program Facilitators in addition to supporting the Engineering Outreach Office.

Team Leaders are responsible for assisting in the development of innovative curriculum related to STEM education for the Engineering Student Outreach Office. Programs will comply with standards from the Ontario Camps Association (OCA) and the Council for the Advancement of Standards in Higher Education (CAS).

Team Leaders will assist in coordinating the daily activities, materials and equipment, as well as announcements in the academic program.

Team Leaders will work with the Outreach Coordinator to create weekly and monthly work-back plans to ensure all deliverables are met on time and in advance of critical deadlines.

Team Leaders will work with the Materials Team and the Outreach Coordinator to ensure all purchasing and reporting priorities are completed on time and in advance of critical deadlines.

As members of the Senior Team, the Team Leaders work collaboratively with Residence Life Team, Blueprint Team, Materials Team, and Admin Team with regards to the admissions process, summer business, operations, and logistics.

Specific duties include:

- a) Assisting with program promotion.
- b) Recruiting guest speakers.
- c) Assisting with Instructor Training.
- d) Planning and delivering Counselor training.
- e) Liaising with Instructors for course requirements, materials and equipment.
- f) Consolidating materials requests from instructional staff.
- g) Assisting with curriculum review, safety, materials and room bookings.
- h) Assisting with the coordination of transportation and trip details.
- i) Coordinating the Opening and Closing Ceremonies.
- j) Providing administrative support and documentation.
- k) Assist with/lead special events and programs as assigned.
- l) Responding to student situations that may arise in accordance to camp procedures.
- m) Ensuring a safe program environment.

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 the sciences and other related disciplines are also encouraged to apply.
- Team leaders 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.
- Food Safety training is an asset.

Experience:

- Experience leading a team of staff or volunteers
- Experience planning projects and/or events, piloting new initiatives
- Applicants must have experience working with youth aged 13-18.

Skills:

- Excellent oral and written communication, interpersonal and organizational skills
- Proven leadership, supervisory, and problem-solving skills
- Scientific/engineering literacy and technical knowledge
- Aptitude for staff development and coaching
- Demonstrated conflict resolution skills



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- Comfortable working in an unpredictable and often-stressful environments, independently and as part of a team of diverse individuals
- Assertiveness, tact, sensitivity, initiative, flexibility, and enthusiasm
- Familiarity with the buildings and labs utilized by the University of Toronto's Faculty of Applied Science & Engineering
- Well-developed computer skills (Microsoft Office, Google Drive, etc.)
- Successful applicants should be available for and prepared to attend team training. All members of the Engineering Outreach Office will be required to attend/lead operations training and emergency procedures training.
- 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 **March 1, 2024 at 11:59 PM**. Link to application form: <https://forms.office.com/r/SCGFD0p9SL>

Questions or requests for accommodation may be sent to the attention of Claire Heymans, Outreach Coordinator, Engineering Outreach Office at deep@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.

