

Science Engagement Materials Coordinator

This is a 24 hour per week contract position from May 1 – August 25, 2017

Description:

Science Engagement Programs offers innovative and engaging programs designed to inspire youth and discover exciting topics in science, technology, engineering, and mathematics (STEM) through programs that range from day-long workshops to multi-week camps. Programs take place within the Faculty of Science at the Keele Campus of York University, as well as off-campus within schools, community centres and other education institutions.

Science Engagement Programs is seeking a Materials Coordinator to help manage and deliver:

- In particular, the high school programs offered on Keele Campus (Helix Summer Science Institute and Spark Lab Program);
- To acquire required and approved materials for the programs;
- To store and organize material in a safe and secure location, this may include labelling of stock;
- To coordinate the supply of materials for all program activities;
- To escalate major concerns such as shortages and or damages to the Coordinator;
- To maintain the storage location and camp spaces in a clean and organized manner;
- To maintain the security of all financial records including invoices and receipts in an organized manner;
- To work closely with instructors for clean-up of camp locations, this includes camp set-up and post-camp clean-up; and
- To maintain and upkeep the cleanliness of the laboratory equipment and working surfaces including washing tables and benches; cleaning sinks and fume hoods in all camp locations.
- Maintain a budget of inventory purchases, and aid in journaling funds between university accounts.
- Other related duties as required.

Location: York University Keele Campus

Experience and Education:

- Exceptional leadership and communication skills
- Post-secondary education in a science field
- Demonstrated experience in laboratory practices preferably in a Biology lab.
- Expert knowledge in Biology equipment
- Demonstrated flexibility, maturity, initiative and ability to multi-task
- Ability to work well independently and in group settings
- Well-organized and detail-oriented
- Must be able to lift and carry at least 20 pounds
- Access to a vehicle and/or a valid driver's G-license is an asset
- Current Standard First Aid and CPR-C Certification will be required prior to commencement of employment.
- This position requires the candidate to produce a Vulnerable Sector Check satisfactory to the University prior to commencement of employment.

Applicants Submit:

1. Cover Letter
2. Resume

Applications will be accepted until the position is filled.

For more information, please contact Science Engagement Programs at
416-736-2100 ext 44552 or email at: helix@yorku.ca