

## Science Engagement Programs Materials Assistant

*This is a contract position for occasional hours from May 1 to August 31, 2018.*

### Description:

Science Engagement Programs offers innovative and engaging programs designed to inspire youth and discover exciting topics in science, technology, engineering, and mathematics (STEM). Out of the Faculty of Science at York University, our programs use a discovery and inquiry-based learning approach that is focused on 'learning by doing'. Our outreach model provides students with a chance to work in small groups on a variety of projects that will help foster problem solving, critical thinking, and an overall passion for STEM.

Our programs take place within the Faculty of Science at the Keele Campus of York University, within schools, community centres, and other education institutions. Within the university environment, this gives students the unique opportunity to learn and discover the world of science and engineering. In each of our programs, whether in day-long workshops or week-long camps, we enrich the learning experience with demonstrations from various student groups, faculty presentations, laboratory visits, and hands-on workshops.

Science Engagement Programs is seeking an enthusiastic Materials Assistant to support the Program Coordinator in the inventory of supplies, maintaining, and acquiring camp and workshop materials. The Materials Assistant will be responsible for maintaining financial records, tracking and forecasting purchases, and supporting logistics and operations within Science Engagement Programs. The Materials Assistant will work closely with the Program Coordinator and Instructors to prepare appropriate materials for all Science Engagement Programs.

Responsibilities also include set-up of camp, and post-camp clean-up. Extended hours may also be required, as needed. Other tasks may be required as assigned by the Program Coordinator.

- To acquire required and approved materials for the camps;
- To store and organize material in a safe and secure location;
- To coordinate the supply of materials for all camp activities;
- 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.

**Location:** York University Keele Campus

**Experience and Education:**

- Exceptional leadership, communication and organization skills
- Background in science, technology, engineering, and mathematics (STEM) an asset
- Demonstrated flexibility, maturity, initiative, and ability to multi-task
- Ability to work well independently and in group settings
- Highly creative and extremely organized
- Must be able to lift and carry at least 20 pounds
- Access to a vehicle, a valid Driver's G license and a satisfactory Driver's Abstract will be required upon commencement of employment
- Current Standard First Aid and CPR-C Certification is an asset

This position requires the candidate to produce a Vulnerable Sector Check satisfactory to the University prior to commencement of employment.

**Applicants Submit:**

Before applying, please complete the [York University Student Financial Profile](#).

1. Cover Letter, please include your student number
2. Resume

**Applications will be accepted until the position is filled.**

For more information, please contact Science Engagement Programs at 416-736-2100 x 44552 or email [explore@yorku.ca](mailto:explore@yorku.ca).