

## Science Engagement Programs Office Assistant

*This is a contract position for up to 30 hours a week 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 two Office Assistants to regularly communicate with parents, students, and other interested Science Engagement Programs participants. Extended hours may also be required, as needed. Other tasks may be required as assigned by the Program Coordinator.

- To answer and return emails and phone calls professionally;
- To serve as the front-line communication between Science Engagement Programs and interested participants;
- To assist with promotional and marketing duties such as, but not limited to, creating promotional packages and collateral, researching target audience locations, drafting newsletters, and assist with organizing promotional events such as Science Rendezvous;
- To support the Program Coordinator during program sign-in and sign-out

**Location:** York University Keele Campus

**Experience and Education:**

- Exceptional leadership, communication and organization skills
- Familiar with the Faculty of Science
- Background in science, technology, engineering, and mathematics (STEM) an asset, but not required
- Demonstrated flexibility, maturity, initiative, and ability to multi-task
- Ability to work well independently and in group settings
- Highly creative and extremely organized
- Proficient written and oral communication skills
- Proficiency with Microsoft Office
- Experience with other communication tools (such as Facebook, Twitter, suite Adobe programs) an asset
- Access to a vehicle and/or a G license is an asset
- 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).