



## Connections Engineering Outreach Queen's University



### **Position: Content Developer and Instructor**

#### **JOB SUMMARY**

The Content Developer/Instructor plays an active role in all of Connections' Spring/Summer programs, specifically the Queen's Summer Engineering Academy (QSEA) program. Content Developers/Instructors work directly with participants to ensure that they have an enjoyable experience at QSEA. This is accomplished by developing and facilitating enriching experiences, acting as a mentor, and primary contact for participants.

Reporting to the Manager of Engineering Outreach, the Content Developer/Instructor is responsible for developing and facilitating content for the QSEA program while actively modelling leadership, compassion, inclusiveness, and respect. Additionally, the Content Developer/Instructor is responsible for supervising and ensuring the safety of all students attending Connections programs.

#### **KEY RESPONSIBILITIES**

- Develop and deliver inclusive outreach workshops and experiences in STEM (Science, Technology, Engineering and Mathematics) topics that align with the Ontario education curriculum that is appropriate to diverse K-12 students.
- Participates and works collaboratively with science and engineering departments in planning and conducting outreach events, adhering to university policies and procedures.
- Applying knowledge of STEM concepts to develop lesson plans and resources for outreach workshops and activities geared towards specific grades and specific tools/equipment.
- Collaborates with others, internal and external to the University, to successfully meet the goals and objectives of Connections and FEAS.
- Pack-up educational technology needed for workshops, travel to schools, set up equipment, and deliver computational thinking, robotics, and STEM education workshops to a wide variety of audiences, including, but not limited to, elementary and secondary school children and teachers.
- Represents Connections and FEAS at community events such as career fairs, post-secondary information sessions, and school visits designed to engage students for a future in STEM.
- Undertakes other duties as required in support of the unit and/or department.

## **REQUIRED QUALIFICATIONS**

- Completed at least second year of a university degree in Education, Engineering, or STEM fields
- Satisfactory Criminal Records Check ('CPIC') and Vulnerable Sector Screening is required
- Previous instructing experience or experience working with Outreach programs within the public, private and separate school system, is considered an asset
- Valid Province of Ontario Class G driver's licence is considered an asset

## **SPECIAL SKILLS**

- Understanding of, and an interest in STEM education
- Strong interpersonal and communication skills (verbal and written) to interact and build effective working relationships with a wide variety of people in many different contexts
- Effective public speaking skills combined with an ability to read the audience and adjust speaking strategies accordingly
- Effective organization and time management skills with the ability to focus and prioritize in a busy fast-paced working environment, and the ability to set and balance evolving priorities
- Analytical, interpretive, and problem-solving skills, with the ability to troubleshoot and resolve issues when appropriate
- Leadership and self-motivation skills with the ability to work independently and as part of a team
- Creative thinking, problem solving, and design skills, through the development of ideas for new outreach themes and activities within the Connections program offerings.
- Ability to work with children and youth from early elementary through university
- Professional and respectful of client confidentiality
- Ability to collect data, analyze, formulate conclusions, develop infographics, and communicate with others on different professional levels.

## **DECISION MAKING**

- Able to make decisions to ensure the safety of participants
- Make decisions toward the development, format, and content of communication tools, workshops, and presentations based on the school's needs.
- Determine logistics for special events, seeking assistance as required.
- Decide when to refer a matter to the others, ensuring appropriate background information is provided.
- Determine how best to meet the needs of current stakeholders and provide recommendations when needed.
- Prioritize own time and duties to ensure work is completed on time and deliverables are met.

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