

Grant-Paid Job Description

Job Title	Office Assistant/ Support Staff
Reports to Position Title	Executive Director, SuperNOVA
Research Project Title	SuperNOVA
Faculty/ Department	Engineering
FTE (based on 35 paid hr work week)	1.0
Duration	May 8, 2024 – August 23, 2024
Date Created/Updated	December 19, 2023
Salary	\$16.00 per hour + 4% in lieu of vacation

About the Research

SuperNOVA is a not for profit initiative of Dalhousie University that provides experiential learning for school aged youth in Science, Technology, Engineering and Mathematics (STEM). SuperNOVA offers innovative workshops, summer camps, clubs, and community events throughout Atlantic Canada that provide youth with fun and rewarding experiences in STEM and nurture a life-long love of exploration, creativity, and academic achievement.

Job purpose

At SuperNOVA you will work to support the organization, preparation and delivery of high-quality educational STEM content for youth across Atlantic Canada. Your role as SuperNOVA Office Assistant will be to work individually as well as with SuperNOVA management and instructors to support camp operations and to maintain SuperNOVA's inventory and ensure that program bins are packed and ready for outreach and camp activities.

You will work individually, or alongside one or more other SuperNOVA instructors to assist with program delivery and provide supervision and care to youth participants. From time to time you may be required to perform additional tasks. You will work under the supervision of the Executive Director of SuperNOVA and will report directly to the Executive Director on any employment matters.

Duties and responsibilities

Office Support

- Provide support to office staff, including packing bins, organizing inventory and helping to keep camp materials organized and accessible
- Support the development and oversight of an inventory management system
- Working with Program Assistant to create materials list system for incoming staff
- Organize and clean materials room
- Purchasing and budgeting for materials
- Aid in packing and testing workshop materials
- From time to time may be required to teach workshops
- Participate in staff training activities
- Minor administrative tasks (paperwork etc.)

- Aid in sign in and sign out of campers at the beginning and end of the day
- Aid in the supervision of campers throughout the day, including outdoor and lunchtime activities
- Aid in communications with parents

Act as a Program Instructor

- Adherence to SuperNOVA's policies and procedures at all times.
- You may be required to teach camps outside of your field of study, and outside of your field of curriculum creation.
- Participating in SuperNOVA training during the course of your employment.
- Developing and delivering exciting and educational workshop and camp curriculum for youth in grades 1 - 12 related to Science, Technology, Engineering and Math (STEM).
- Learning and practicing the delivery of all SuperNOVA activities prior to delivery.
- Advance preparation of materials prior to the start of the programs.
- You may be required to travel within Atlantic Canada for STEM workshops and camp delivery.
- Providing supervision for program participants and acting as a positive role model.
- Delivering presentations at community events and other STEM outreach opportunities.
- Communicating with and supporting positive relationships with campers, parents, media, and other stakeholders.
- Ensuring that program facilities are tidy, secure, and facility policies are being followed.
- Creating hazard assessment documents for each activity developed to ensure that safety protocol is accessible at all times.
- Reconcile expenses charged to SuperNOVA as per SuperNOVA procedure.
- Aiding in maintaining a healthy relationship with Dalhousie, which includes ensuring that all instructors and participants are respectful of Dalhousie University staff, property and facilities

Qualifications

Required: Current student or graduate from a Bachelor of Education or STEM program. Must possess strong verbal and written communication skills, time management skills, the ability to problem solve effectively and make decisions independently. Experience working with youth.

The following are considered assets: Experience working with rural, remote, low-income, and other populations typically underrepresented in STEM fields; experience working with Indigenous communities and an understanding of local socio-economic conditions and personal nuances of the Indigenous communities that we serve. The ability to be proactive and flexible in your approach to problem solving. French proficiency and public speaking skills. Full and unrestricted Nova Scotia driver's licence is an additional asset.

Working conditions

On campus role: Due to operational requirements, the successful applicant is required to work in-person on campus.

Dalhousie's vaccine mandate has been suspended at this time, and employees no longer need to provide proof of full vaccination. However, health and safety risks to our community will continue to be monitored and a vaccine mandate may be reinstated if necessary.

Supervisory/managerial

SUPERNOVA INSTRUCTOR EXPERIENCE

As a SuperNOVA Instructor, you will have access to a unique work experience that offers personal and professional development, education and career support, skills and competencies development, extensive high-quality training, and unique community outreach and engagement opportunities.

Training

SuperNOVA's robust training and certification program equip Instructors with foundational skills, knowledge and practice that are essential for developing and delivering impactful youth STEM programming and supporting future academic and professional careers.

- Gender Equity
- Indigenous Worldviews and Cultural Competency training
- Mental Health in the Workplace
- Anti-Racism in STEM
- Inclusive & Accessible Teaching Practices
- Conflict Resolution
- Effective Communication Certifications
- Emergency First Aid and CPR/AED Level A (valid for 3 years)
- Workplace Hazardous Materials Information System (WHMIS)
- Criminal Record Check w/ Vulnerable Sector

Competencies & Benefits

Science Communication

- Across all industries and sectors, it is critical to have the skills and confidence to communicate your work, research, or knowledge to people outside of your area of expertise.
- You may be required to represent your field of work or your company in a variety of settings (media, conferences, networking events) and it is essential that you are able to understand your audience and explain your work while serving as a representative of your company.
- SuperNOVA will offer you the opportunity to build the skills necessary for synthesizing complex scientific concepts and tailoring the information for a wide variety of audiences

Leadership

- Team management
- Teamwork, collaboration, communication

Community Involvement

- Support your community
- Mentor and serve as role models for youth
- Impact youth with positive experiences in STEM

Networking

- Engage with STEM professionals and SuperNOVA's industry, government and corporate partners

Personal Development

- Peer-to-peer mentorship
- Work with and learn from others with varying academic backgrounds
- Learn about yourself - what matters most to you, how you show up during difficult situations
- Flexibility to explore and teach subjects of interest

Additional Career Development Opportunities_ Offered in partnership with Actua

- Micro-credentials
- Micro-internships
- Work-integrated Learning

