

SFU ROBOT SOCCER TEAM HIRING PACKAGE



APPLY TO BE A PART OF OUR 2025-2026 TEAM

CONTACT US

WEBSITE: www.sfurobotsoccer.com

INSTAGRAM: @sfurobotsoccer

EMAIL: sfurs@sfu.com

TABLE OF CONTENTS



03

Application Process

- 04 Business Team Process
- 05 Technical Team Process

06

Business Team Positions

- 07 VP of Internal Relations
- 08 Outreach Co-Lead
- 09 Finance Coordinator
- 10 Corporate Relations Coordinator
- 11 Outreach Coordinator
- 12 Marketing Coordinator
- 13 Learning Groups Coordinator

14

Technical Team Positions

- 15 Technical Team Structure
- 16 Mechanics Co-Lead
- 17 Mechanics Head Engineer
- 18 Electronics Head Engineer
- 19 Electronics Engineer
- 20 Firmware Engineer (Microcontroller Dev)
- 21 Firmware Engineer (Embedded Systems)
- 23 Software Developer (General)
- 24 Software Developer (RL Agent Developer)
- 25 Mechanics Engineer



APPLICATION PROCESS

BUSINESS TEAM PROCESS



01

Written Application

Applicants must submit their written application by: **SEPTEMBER 26TH, 11:59 PM**

02

Interview Offer

Selected applicants will receive an interview offer by: **ROLLING BASIS**

03

Virtual Interview

Interviews will be conducted from: **SEPTEMBER 2 – OCTOBER 2**

04

Offers Sent Out*

Successful applicants will receive a position offer by: **OCTOBER 3 11:59 PM**

*Successful applicants will be required to have a minimum of 8 months committed to the role

*All meetings and position-related events will take place at the SFU Burnaby Campus

TECHNICAL TEAM PROCESS



01

Written Application

Applicants must submit their written application by: **SEPTEMBER 19th, 11:59 PM**

02

Interview Offer

Selected applicants will receive an interview offer by: **ROLLING BASIS**

03

Virtual Interview

Interviews will be conducted from: **SEPTEMBER 10 – SEPTEMBER 26**

04

Offers Sent Out*

Successful applicants will receive a position offer by: **SEPTEMBER 27TH, 11:59 PM**

*All meetings and position-related events will take place at the SFU Burnaby Campus



BUSINESS TEAM POSITIONS

VP OF INTERNAL RELATIONS



RESPONSIBILITIES

- Plan and facilitate internal events (team socials, onboarding, workshops, bonding activities)
- Support conflict resolution and ensure a positive, inclusive team culture.
- Collaborate with other executives to ensure alignment between internal and external initiatives.
- Act as the primary bridge between executives, subteams, and general members.

REQUIREMENTS

MUST HAVE

- Strong communication and interpersonal skills.
- Ability to handle sensitive issues with professionalism
- Excellent organizational and time-management abilities

NICE TO HAVE

- Background in event planning or student engagement
- Previous experience in leadership, mentorship, or team coordination.

COMMITMENT

- The VP of Internal Relations is expected to commit **7-9 hours each week**, attend weekly executive meetings with the team, and attend all organization-wide meetings

OUTREACH CO-LEAD



RESPONSIBILITIES

- Oversee planning and execution of outreach workshops/events
- Ensure teaching content is consistent and engaging
- Manage scheduling, logistics, and partner relationships
- Communicate updates and needs to VP of Administration while leading Outreach Coordinators

REQUIREMENTS

MUST HAVE

- Leadership and team management skills
- Strong organizational and communication skills
- Experience in STEM/education/event coordination

NICE TO HAVE

- Strong robotics/engineering background
- Prior leadership in student clubs or outreach programs

COMMITMENT

- The Outreach Team Lead is expected to commit **7-9 hours each week**, coordinate with the VP of Administration, and attend all organization-wide meetings

FINANCE COORDINATOR



RESPONSIBILITIES

- Track purchases, invoices, and receipts in bank and summary sheets
- Assist in drafting motions and managing subteam balances
- Support semesterly budget planning and additional financial tasks
- Reconcile accounts and monitor spending against budgets

REQUIREMENTS

MUST HAVE

- Attention to detail, financial literacy, and numerical abilities
- Proficient in Microsoft Suite (Excel, Word, PowerPoint, etc.)
- Excellent time management and organizational skills

NICE TO HAVE

- Passion for robotics or soccer
- Completion of BUS 251 and experience working with budgets

COMMITMENT

- The Finance Coordinator is expected to commit **4-6 hours per week**, coordinate with the VP of Finance, and participate in all organization-wide meetings and events.

CORPORATE RELATIONS COORDINATOR

RESPONSIBILITIES

- Identify and reach out to potential sponsors and partners
- Track sponsorship outreach and results in CRM
- Maintain relationships with existing sponsors and provide updates on club progress and activity.
- Collaborate with the VP of Corporate Relations to reach fundraising goals

REQUIREMENTS

MUST HAVE

- Strong written and verbal communication skills
- Proficient with spreadsheets and shared documents
- Professional communication with external stakeholders

NICE TO HAVE

- Experience with fundraising, sales or outreach.
- Familiarity with LinkedIn and existing network in business or tech communities

COMMITMENT

- The Corporate Relations Coordinator is expected to commit **4-6 hours per week**, coordinate with the VP of Corporate Relations, and participate in all organization-wide meetings and events.

OUTREACH COORDINATOR



RESPONSIBILITIES

- Represent SFU Robot Soccer at outreach events
- Support event setup, demos, and team showcases
- Deliver engaging STEM/robotics workshops to children
- Coordinate with schools, clubs, and community partners

REQUIREMENTS

MUST HAVE

- Strong interpersonal and communication skills
- Ability to work with children in group settings
- Teamwork and reliability

NICE TO HAVE

- Leadership experience
- Prior teaching experience

COMMITMENT

- The Outreach Coordinator is expected to commit **4-6 hours per week**, coordinate with the Outreach Team Lead, and participate in all organization-wide meetings and events.

MARKETING COORDINATOR



RESPONSIBILITIES

- Create posts, reels, videos and other promotional materials for club events and initiatives
- Manage the club's online presence and branding.
- Coordinate social media campaigns and content creation.
- Capture photos and videos at events for future promotional use

REQUIREMENTS

MUST HAVE

- Passion for social media, content creation and fun storytelling
- Experience with Canva, Figma, Photoshop or other design tools
- Ability to work independently and manage time effectively

NICE TO HAVE

- Understanding of social media trends and best practices
- Experience in managing social media accounts for other student clubs

COMMITMENT

- The Marketing Coordinator is expected to commit **4-6 hours per week**, coordinate with the VP of Public Relations, and participate in all organization-wide meetings and events.

LEARNING GROUPS COORDINATOR



RESPONSIBILITIES

- Organize and facilitate SFU Robot Soccer learning groups according to the pre-made schedule.
- Coordinate project review schedules with technical team leads.
- Follow up with learning group members to ensure they are on track with progress.
- Direct feedback and questions about the curriculum to the appropriate team leads or instructors.

REQUIREMENTS

MUST HAVE

- Strong communication skills
- Excellent organizational skills
- Ability to effectively track and support member progress

NICE TO HAVE

- Educational background in engineering/computer science
- Previous experience or skills in engineering or computer science

COMMITMENT

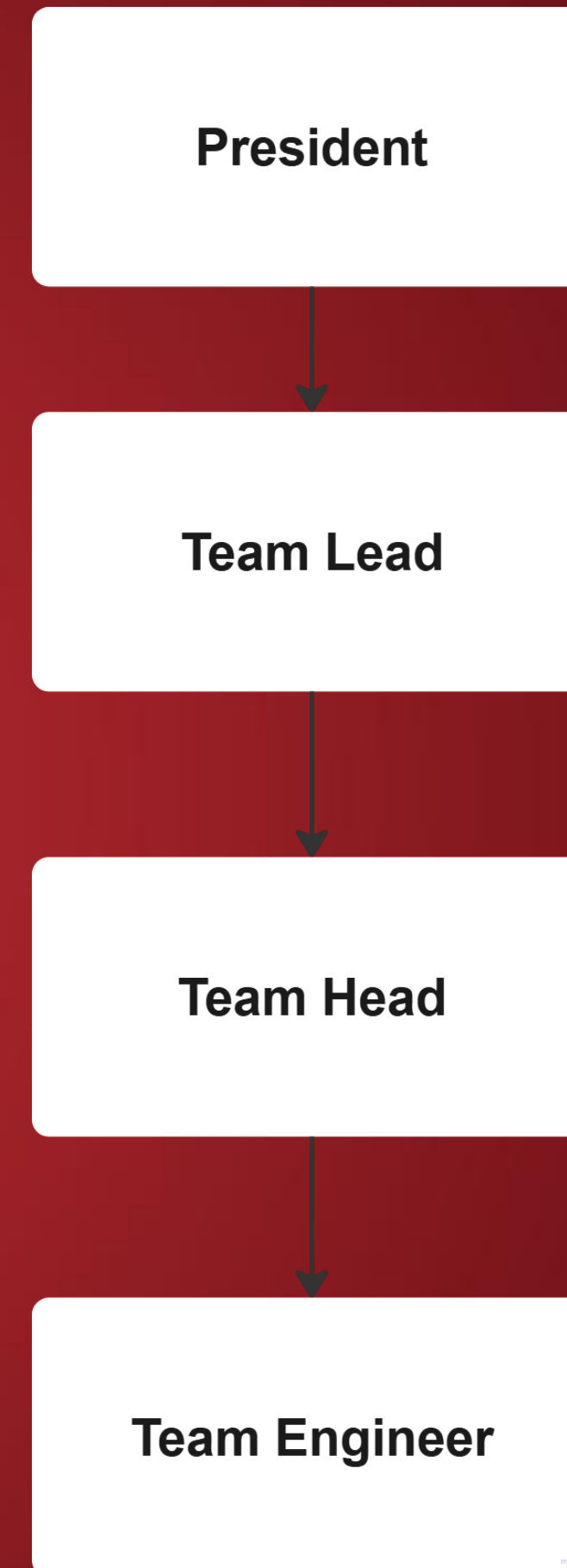
- The Learning Groups Coordinator is expected to commit **4-6 hours per week**, coordinate with the VP of Internal Relations, and participate in all organization-wide meetings and events.



TECHNICAL TEAM POSITIONS



TEAM STRUCTURE



MECHANICS CO-LEAD



RESPONSIBILITIES

- Lead the mechanics team in designing physical components of our robot, including the drive train, chassis, kicker, etc.
- Solve the most difficult technical challenges the team faces
- Assist in system-level planning and delegate tasks
- Research and evaluate materials essential for the projects, ensuring consistent improvement of mechanical quality

REQUIREMENTS

MUST HAVE

- Excellent grasp of CAD software
- Proven leadership skills with the ability to manage team workflows and delegate tasks efficiently.

NICE TO HAVE

- Prior experience in mechanics development

COMMITMENT

- The Mechanics Co-Lead is expected to commit **8-10 hours per week**, attend weekly subteam meetings, and participate in all organization-wide meetings and events.

MECHANICS HEAD ENGINEER



RESPONSIBILITIES

- Head Engineer for designing and implementing physical aspects of the robots including drive train chassis, kicker and dribbler
- Provide guidance and assistance to team members to overcome technical challenges
- Work with other subteams to integrate electronics and ensure overall project alignment

REQUIREMENTS

MUST HAVE

- Should know Solidworks and/or other parametric CAD programs as well as experience with 3D printing
- Excellent leadership and communication skills; good planning and organizational skills

NICE TO HAVE

- Ability to learn quickly

COMMITMENT

- A Mechanics Head Engineer is expected to commit **6-8 hours each week**, hold/attend weekly meetings with their subteam, and attend all organization-wide meetings

ELECTRONICS HEAD ENGINEER



RESPONSIBILITIES

- Design, bring up, and troubleshoot custom PCBs
- Work on integrating electronics with firmware and mechanics
- Help other members with their tasks

REQUIREMENTS

MUST HAVE

- Strong circuit and PCB design skills
- Good communication abilities
- Effective approach to troubleshooting

NICE TO HAVE

- Experience with Altium Designer
- Experience with PCB fabrication and assembly

COMMITMENT

- An Electronics Head Engineer is expected to commit **6-8 hours each week**, hold/attend weekly meetings with their subteam, and attend all organization-wide meetings

ELECTRONICS ENGINEER



RESPONSIBILITIES

- Design and modify custom PCBs and other electronics using Altium designer
- Actively engage in troubleshooting hardware issues
- Work collaboratively with other members to integrate new components on the robots
- Solder, assemble, and rework PCBs

REQUIREMENTS

MUST HAVE

- Strong understanding of electrical components
- Circuit analysis skills and knowledge of component interactions
- Proficient in reading technical documentation and data sheets

NICE TO HAVE

- Experience in soldering and using Altium for PCB Design

COMMITMENT

- An Electronics Engineer is expected to commit **5-9 hours each week**, attend weekly meetings with their subteam, and attend all organization-wide meetings

FIRMWARE ENGINEER

MICROCONTROLLER DEVELOPMENT (CURRENT REVISION OF ROBOTS)



RESPONSIBILITIES

- Developing firmware for a range of microcontrollers including SAM, PIC, and Arduino platforms.
- Perform testing of firmware code on the robots and robotic components
- Involves contributing to code reviews, debugging, and optimizing firmware
- Integration testing across all robotic subsystems with other teams

REQUIREMENTS

MUST HAVE

- Previous experience with programming microcontrollers
- Proficiency in C programming language and working with hardware protocols
- Basic understanding of digital and analog electronics

NICE TO HAVE

- Experience in interpreting datasheets and schematics
- Passionate about firmware development and willingness to learn new skills and concepts

COMMITMENT

- A Firmware Engineer is expected to commit **5-9 hours each week**, attend weekly meetings with their subteam, and attend all organization-wide meetings

FIRMWARE ENGINEER

EMBEDDED SYSTEMS (NEXT REVISION OF ROBOTS)

RESPONSIBILITIES

- Developing firmware for ARM-based microcontrollers and Raspberry Pi platforms.
- Implementing real-time task handling on MCUs and scheduling on Raspberry Pi.
- Writing and debugging low-level drivers for sensors, motors, and communication interfaces.
- Implementing and testing CAN bus communication across subsystems.



REQUIREMENTS

MUST HAVE

- Previous experience or projects programming microcontrollers
- Basic understanding of digital and analog electronics.
- Experience working with hardware protocols (UART, SPI, I²C, PWM, etc.)

NICE TO HAVE

- Experience with Raspberry Pi development
- Familiarity of CAN bus communication

COMMITMENT

- The Firmware Engineer is expected to commit **5-9 hours each week**, attend weekly subteam meetings, and attend all organization-wide meetings

SOFTWARE DEVELOPER



GENERAL SOFTWARE DEVELOPER RESPONSIBILITIES

- Implementing a large variety of project components using C++, JavaScript, QML, and XML, and a variety of other languages
- Creating tests for new and pre-existing components in the software using boost:ut, and creating verbose documentation
- Working on a variety sub-projects within a team environment, related to the software and DevOps

REQUIREMENTS

MUST HAVE

- Basic knowledge of version control using git..
- Discipline and motivation to stay committed to the process
- Ability to adapt quickly within a fast-paced environment

NICE TO HAVE

- Experience with GUI development (Python tk, Qt, Rust)
- Experience with C++ libraries such as boost::sc, boost:ut, Qt6, behaviourTree.cpp, or other networking interfaces.

COMMITMENT

- The General Software Developer is expected to commit **7-9 hours each week**, attend weekly subteam meetings, and attend all organization-wide meetings

SOFTWARE DEVELOPER

REINFORCEMENT LEARNING AGENT DEVELOPER

RESPONSIBILITIES

- Implementing behaviors for the second, Python-based version of the agent
- Designing and optimizing frameworks for the RL agent, in collaboration with many other team members
- Designing, implementing, testing, and iterating upon new and existing code quickly



REQUIREMENTS

MUST HAVE

- Skilled with NN/RL frameworks or software architecture
- Proficient in ML/RL math and/or software architecture design
- Able to dedicate significant time to the project

NICE TO HAVE

- Experience integrating RL with Robotics
- Experience working in an agile development process

COMMITMENT

- The Reinforcement Learning Agent Developer is expected to commit **7-9 hours each week**, attend weekly subteam meetings, and attend all organization-wide meetings

MECHANICS ENGINEER



RESPONSIBILITIES

- Help design and prototype mechanical and electromechanical systems on our fleet of robots
- Fabrication and assembly of parts including drive train, chassis, and kicker
- Research and evaluate materials essential for the projects, ensuring consistent improvement of mechanical quality

REQUIREMENTS

MUST HAVE

- Basic knowledge of Solidworks and/or other computer modelling programs
- Basic proficiency in manufacturing methods such as 3D printing, Laser cutting, and CNC

NICE TO HAVE

- Skilled in 3D Printing

COMMITMENT

- A Mechanics Engineer is expected to commit **5-9 hours each week**, attend weekly meetings with their subteam, and attend all organization-wide meetings

HAVE QUESTIONS?



CONTACT US



www.sfurobotsoccer.com



[@sfurobotsoccer](https://www.instagram.com/sfurobotsoccer)



sfurs@sfu.com