



Technical Operations Student Assistant

Terms of Appointment

Full-Time **April 27, 2026**
through to **August 28, 2026**.

Remuneration

\$21.17-21.77 per hour at 35 hours/week April-June and 40 hours/week July-Aug. To be paid out according to the calendar set by UBC payroll.

Why Join Geering Up

- Work with passionate undergraduate students across multiple faculties
- Work with a variety of educational technologies including Micro:Bits, Ozobots, Arduinos and more
- Access to a national network of STEM outreach organizations. Learn more about the Actua network [here](#)
- Training on topics such as classroom management, working with youth with exceptionalities, utilizing educational technology
- Equity, Diversity, and Inclusion training
- Employment opportunities available throughout the year
- Leadership & program development opportunities for returning staff members

What is Geering Up?

UBC Geering Up Engineering Outreach is a non-profit organization dedicated to engaging the children and youth of British Columbia in STEM (Science, Technology, Engineering and Math) through fun, innovative, and hands-on experiments and projects. Systemic barriers prevent many people from pursuing careers in STEM, so Geering Up strives to reach all children and youth, regardless of gender, ethnicity, culture, or socio-economic status. Since 1995, we have reached youth through events, summer camps, in-school workshops, community outreach trips, clubs, and more. Find more information about our programs [here](#).

This role manages day-to-day administrative operations and all technological equipment used by Geering Up programs in the Lower Mainland.

What skills are we looking for?

- Experience using common computer software such as Excel, Word, Sharepoint, Google Docs, and Outlook
- Planning, organizational, multi-tasking, and self-directed work skills
- Proven leadership, teamwork, communication and interpersonal skills
- Experience fixing technological issues or in IT support; background in computer science/engineering, or technology is an asset
- Experience with educational technologies such as Ozobots, Micro:bits, Arduinos, and 3D printers is an asset
- Special consideration given to those who have worked in a STEM summer camp environment in the past
- All Geering Up Staff must have a Criminal Record Check on file before they may work with children.

We encourage candidates to apply even if they meet only some of the skills criteria listed above

How to Apply

Application form can be found on our website: www.geeringup.apsc.ubc.ca/staff/ You must apply via this form. Applications sent via email or via careers online will not be accepted. The deadline for applications is on the website.

What would you do in this role?

- Prepare, print out, and organize camper information reports for each week's summer camps
- Follow safety and risk management policies and ensure every student and staff is safe and having fun
- Organize and assign all technology needed for the successful programming of Geering Up, including keeping an up-to-date inventory of all supplies, and creating systems or organization for the summer
- Provide guidance and support for staff's use of Geering Up technology, help troubleshoot when issues arise
- Assist in prep tasks at the end of each day
- Complete all evaluations and reports in a timely manner
- Communicate with parents through the registration portal, sending pre- and post-camp information
- Perform other duties as requested by the Camp Coordinators

