

Job Posting: 176000 - Position: S26 Technical Operations Student Assistant 176000

Co-op Work Term Posted:	2026 - Summer
App Deadline	01/04/2026 11:59 PM
Application Method:	Through Employer Website
Posting Goes Live:	12/11/2025 11:59 PM
Job Posting Status:	Approved

ORGANIZATION INFORMATION

Organization	GEERing Up!
Website	geeringup@apsc.ubc.ca
Address Line 1	6190 Agronomy Rd
City	Vancouver
Postal Code / Zip Code	V6T 1Z3
Province / State	BC
Country	Canada

JOB POSTING INFORMATION

Placement Term	2026 - Summer
 Job Title 	S26 Technical Operations Student Assistant 176000
Position Type	Co-op Position
Job Location	Vancouver, BC
Country	Canada
Duration	4 months
Work Mode	In-Person
Salary Currency	CAD
Salary	21.17 per hour for 37.5 Major List
Salary Range \$	21.17-21.77
Job Description	

Applications for the Summer 2026 term (May-Aug) will open on December 12, 2025 with a round 1 cut off of 11:59pm PST on Jan 4, 2026

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 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

Why Join Geering Up

- Science communication and teaching experience; teaching hours with Geering Up can typically be accepted by Education programs to fulfill admissions requirements
- First Aid & CPR certification (unless currently certified)
- 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
- Leadership & program development opportunities for returning staff members

Job Requirements

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

Citizenship Requirement	N/A
Position Start Date	April 27, 2026 12:00 AM
Position End Date	August 28, 2026 12:00 AM

APPLICATION INFORMATION

Application Procedure Through Employer Website

Cover Letter Required? No

Special Application Instructions

How to Apply

Application form can be found on our website: <https://geeringup.apsc.ubc.ca/join-us/general-information/staff/full-time-positions/>
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.

Please click the "I intend to apply to this position" button on SCOPE and also submit your application via the employer's website.

Applications are accepted on a rolling basis and the posting may be expired at any time by the employer as submissions are received. Students should submit their applications as soon as they are ready.