

Science Engagement Programs Program Department Assistant

This is a contract position from May 1, 2025 – August 31, 2025. Flexible hours are available in May and August. Full-time hours required in June and July.

Who We Are

Science Engagement Programs offers innovative and engaging programs designed to inspire youth and discover exciting topics in science, technology, engineering, and mathematics (STEM). Out of the Faculty of Science at York University, our programs use a discovery and inquiry-based learning approach that is focused on 'learning by doing'. Our outreach model provides students with a chance to work in small groups on a variety of projects that will help foster problem solving, critical thinking, and an overall passion for STEM.

Our programs take place within the Faculty of Science at the Keele Campus of York University, within schools, community centres, and other education institutions. Within the university environment, this gives students the unique opportunity to learn and discover the world of science and engineering. In each of our programs, whether in day-long workshops or week-long camps, we enrich the learning experience with demonstrations from various student groups, faculty presentations, laboratory visits, and hands-on workshops.

Position Description

Science Engagement Programs is seeking Program Department Assistants to regularly communicate with parents, students, and other interested Science Engagement Programs participants. Extended hours may also be required, as needed. Other tasks may be required as assigned by the Manager.

- To answer and return emails and phone calls professionally;
- To serve as the front-line communication between Science Engagement Programs and interested participants;
- To assist with promotional and marketing duties such as, but not limited to, creating promotional packages and collateral, researching target audience locations, drafting newsletters, and assist with organizing promotional events such as Science Rendezvous;
- To support the Manager during program sign-in and sign-out
- Other duties as required.

Location

York University Keele Campus. Exact building varies by program. Some assignments may be off campus, in which case transportation will be available from and to campus.

Position Requirements

Program Department Assistants are undergraduate students, and preference is given to York University students.

- Exceptional leadership, communication and organization skills
- Familiar with the Faculty of Science
- Background in science, technology, engineering, and mathematics (STEM) an asset, but not required
- Demonstrated flexibility, maturity, initiative, and ability to multi-task
- Ability to work well independently and in group settings
- Highly creative and extremely organized
- Proficient written and oral communication skills
- Proficiency with Microsoft Office
- Experience with other communication tools (such as Facebook, Twitter, suite Adobe programs) an asset
- Access to a vehicle and/or a G license is an asset
- Current Standard First Aid and CPR-C Certification is an asset

This position requires the candidate to produce a Vulnerable Sector Check satisfactory to the University prior to commencement of employment.

Compensation

Position pay rate starts at \$17.20 per hour, with opportunities for contract renewal.

How to Apply

If you are a YorkU student, you will need to submit an application [determine your work/study eligibility](#) for Summer 2025 to complete your application.

Applications will be accepted until the position is filled. [Applications are submitted online](#) and you will need to submit:

- Cover Letter (Include your YorkU student number, if applicable)
- Resume

Contact Us

For questions, concerns, or to request accommodations for your application please contact us:

Email: explore@yorku.ca (preferred)

Phone: 416-736-2100 ext. 44552