

Job Description



Job Title:	SIEC SaskCode Technician	Reports to:	SaskCode Educator Team
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GENERAL DESCRIPTION

The Saskatoon Industry-Education Council's SaskCode program is a robotic and coding initiative with a focus on teacher training that supports long-lasting impacts on students. Our SaskCode Team works collaboratively with teachers who have little to no experience with digital literacy in order to assist them in exposing youth to digital literacy at every grade level, across a multitude of subjects. Four robotic kits are loaned out to teachers to use in classrooms and then returned to a central location for maintenance and distribution.

The SaskCode Technician position starts immediately through to March 31, 2021, with the possibility of extension based on funding. This position is housed at Royal West Campus in Saskatoon, SK.

DUTIES AND RESPONSIBILITIES

The SaskCode technician performs a wide range of responsibilities including some or all of the following:

- Loan out kits to educators in the Saskatoon region
- Arrange transportation for kit delivery
- Maintain kits when they return to the central location
- Handle new purchases and restock lost materials
- Work with electronics using hand tools and handling small components
- Support teachers and help them book resources if needed
- Catalogue and track data obtained for reporting purposes
- Maintain computer databases used to loan kits to teachers
- Assist SaskCode team when needed involving outreach programming, etc.

SKILLS AND ABILITIES REQUIRED

- Knowledge of software operations systems (Apple, MS, Chrome, Android)
- Experience working with computer hardware (laptops, tablets, workstations) and software
- Experience with various software programs such as Microsoft and Google products
- Knowledge of library/materials management
- Basic electronics knowledge

EXPERIENCE AND PROFESSIONAL DESIGNATION REQUIREMENTS

Education and/or Professional Designation:

- Minimum of a High school diploma required; other related certifications and training an asset
- A current and valid driver's license and access to a vehicle
- A clear criminal record check, including working with the vulnerable sector
- Experience in working independently as well as in a team-oriented, collaborative environment

WORKING CONDITIONS

- Working in an office environment located at Royal West Campus, Saskatoon, SK
- Working Independently the majority of the time
- Some travel required within the City of Saskatoon and area

TERMS OF EMPLOYMENT

- 7.5 hours per day, Monday to Friday, 8:00 a.m. – 4:00 p.m. (1/2 hour unpaid lunch)
- Salary: \$25.00 per hour
- Contract runs until March 31, 2021 with the possibility of continued funding
- Benefits package is available after three months

SIEC COMPETENCIES

All SIEC employees support and demonstrate the following competencies:

- *Accountability & Dependability*
- *Communication*
- *Team Work*
- *Creativity/Innovation*
- *Decision Making*
- *Time Management*
- *Detail Orientated*
- *Ethics & Integrity*
- *Stakeholder Engagement*
- *Collaboration*
- *Adaptability/Flexibility*
- *Critical Thinking*
- *Planning & Organizing*
- *Problem Solving*

TO APPLY: Please send cover letter and resume to: admin@saskatooniec.ca by September 20, 2019. Interviews will take place the week of September 23, 2019. Only those who are interviewed will be notified.