



## **Women in Engineering (WIE) Program Coordinator**

### **Job Description 2012-2013**

#### I. Background/Goals of the unit:

The Women in Engineering (WIE) Program was established by women faculty and students to recruit and retain women students within the Engineering discipline at UBC. The program is committed to gender equity and supports this student population via programming that includes career and leadership development workshops and outreach initiatives.

Vision: To create a safe and inclusive environment that allows women students to participate fully and equitably in the Faculty of Applied Science at UBC

Goals: The goals of the WIE program are as follows:

- To build student networks through participation in WIE programs & events. These events will include brown bag lunches as well as more formal functions which will focus on student & career development topics.
- To connect with industry partners, including DAWEG and APEG BC, in order to collaboratively facilitate programs for women engineering students.
- To provide leadership in identifying and eliminating systemic barriers to female students' full participation in Engineering
- To partner with the NSERC Chair in raising awareness of the opportunities that the natural sciences and engineering disciplines provide

#### II. Supervision:

The WIE Program Coordinator reports to the Career Educator, Engineering and is a member of the Centre for Student Involvement and Careers team. The Program coordinator will have access to the Career Educator via scheduled weekly meetings as well as on an ad-hoc basis when required.

#### III. Duties/responsibilities:

The WIE Program Coordinator will work collaboratively with student leaders, faculty and staff to develop and promote activities to support the vision, mission, values and goals of the Women in Engineering Program at UBC.

##### a. Project Management:

- Coordinate and implement WIE events, including the "Brown Bag Lunch Series", career development, and related workshops.
- Attend and participate in planning meetings, working with the Student Development Officer and the WIE Student Council and WIE Advisory Committees.
- Serve as active member of the Fostering an Inclusive Environment in Engineering working committee.
- Work with the UBC Peer Programs advisory community to transition the WIE program to become a member group of Peer Programs.



b. Communications:

- Management of communication to undergraduate and graduate women student populations via coordinated email listserves and monthly newsletters
- Management of WIE website content to reflect up to date information for women engineering students.

c. Work in Partnership:

- Serve as a member of the WWEST Partners and WWEST Council Coordinate the evaluation and feedback mechanisms for all WiE initiatives
- Work with various campus and community partners who help support WIE, including UBC Peer Programs, Access & Diversity, APEG BC, and DAWEG.

## QUALIFICATIONS

**I. Skills/knowledge/fit:** The WIE Program Coordinator has experience in leading teams and is interested in, and committed to, advancing diversity and inclusivity at UBC. The graduate student must have excellent communication skills, strong attention to detail, event planning experience, demonstrated leadership and interpersonal skills, and ability to take initiative and work independently.

- Enthusiastic about student leadership, career development, and supporting women engineering students at UBC
- Demonstrated skills in event planning and management
- Interest and experience in program marketing and promotions
- Strong interpersonal, organizational, communication and project management skills
- Exceptional ability to troubleshoot and problem solve in moments of high stress
- Ability to motivate and inspire others
- Task-oriented and reliable
- Ability to recognize problems quickly and apply sound solutions
- Excellent computer skills (word processing, e-mail, database management, spreadsheets, writing for the web, familiarity with WordPress and/or Drupal preferred)
- Demonstrated leadership and organizational skills
- Promotes cooperation and collaboration
- Ability to self-motivate and willingness to work both independently and as part of a team with students, volunteers and staff
- Knowledge and/or sensitivity to the needs of women students in the Faculty of Applied Science, Engineering
- Previous experience with the Faculty of Applied Science, Engineering, Student Development & Services, or a relevant campus department is an asset

**II. Education level:** Preferred: Completed undergraduate degree, Master's degree in progress as of September 2012. Will consider senior undergraduate students. Academic background in Engineering or Science an asset, but not a requirement.



## STUDENT LEARNING COMPONENTS

**I. Learning Outcomes:** The WIE Program Coordinator should expect to gain experience in a significant leadership and project management role. The WIE Program Coordinator should also expect opportunities to use and develop skills in the following (but not limited to) areas:

- Event planning and management
- Committee organization
- Goal setting and event evaluation
- Networking skills

**II. Orientation/training:** The WIE Program Coordinator will receive one on one orientation and training from the supervisor and will connect with other new student workers in Engineering. Training will be on-going with workshops offered throughout the academic year.

**III. Feedback/on-going support/mentorship/networking:** The WIE Program Coordinator will receive continued support via weekly meetings with the supervisor. Formal feedback will be provided during a mid-point review and again during an exit interview. The Program Coordinator will also work with a number of stakeholder groups and student group advisors, who will provide the student with support and mentorship.

**IV. Classroom learning:** For a student who is pursuing a Master's degree in Social Sciences/Education with emphasis on gender issues in education, this would be a brilliant fit as it would likely complement classroom work. This position also provides learning around more general skills/knowledge learned via the classroom, including: project/people management, as well as student development and learning theory.

**V. Workplace skills/Graduate competencies:** This role is very student and learner-centered. It is important to the supervisor that the successful candidate walks away at the end of this work term with an increased base of skills and knowledge. Through the various job requirements, the student will be afforded the chance to develop these skills. At the same time, through one-on-one conversations with the supervisor, the Program Coordinator will identify knowledge/skills/attributes they would like to ameliorate.

INTERESTED CANDIDATES MAY APPLY ONLINE AT CAREERS ONLINE UNTIL THE POSITION IS FILLED, JOB CODE: 793741.