

		Job Category:	Summer Co-op
		Job Title:	<i>O Officer</i>
Location:	Halifax	Travel Required:	No
Salary:	\$20/hr, plus vacation pay	Position Type:	Term, Full-time (35 hrs/wk)
Job Duration:	MAY 26, 2023 – AUGUST 31, 2023	On campus?	Yes
Will Train Applicant(s):	Yes	Posting Expires:	May 24, 2023, 11:59pm
External Posting URL:	n/a		
Submit Application Via:			
University online co-op job portal.			
Job Description			
<p>POSITION PROFILE</p> <p>Imhotep’s Legacy Academy is a university-community initiative that seeks to improve the academic performance of African-Canadians in science, technology, engineering, mathematics (STEM) subjects and the representation of African Canadians in STEM professions by providing opportunities for young learners to engage in activities that strengthen their science and math aptitude.</p> <p>Reporting to the Program Director, the Summer Logistics Officer is responsible for the coordination, distribution and restocking of materials required for the effective and efficient delivery of ILA's programs to participants, e.g. After-School Program (science experiments), <i>FIRST</i> LEGO League Program (robotics), etc. The Logistics Officer will continue the development and implementation an <i>ILA Inventory Management System (ILAIMS)</i> to automate logistical processes.</p> <p>Principal Accountabilities</p> <ul style="list-style-type: none"> ▪ Responsible for the logistics chain in ILA's operations (coordinate procurement, inventory, shipping, receiving) ▪ Develop and implement <i>ILA's Inventory Management System (ILAIMS)</i>, including a report component. ▪ Ensure that all materials are accurately and expediently tracked in the <i>ILAIMS</i>. ▪ Ensure materials are delivered to participants within ILA-established timelines so that participants receive required materials prior to each session or event. ▪ Ensure compliance with required safety protocols and adherence to Personal Protective Equipment (PPE) policy; ▪ Identify enhancement opportunities and suggest solutions for improvement to management. <p>Supervision and Mentoring Plans</p> <ul style="list-style-type: none"> ▪ Student will be provided with a list of duties to be completed by the end of the work term. The Program Director will meet with the student on a weekly basis to gauge progress and to clarify/resolve issues. <p>Core Competencies</p> <ul style="list-style-type: none"> ▪ Professional and service-oriented ▪ Avid learner ▪ Commitment to excellence and integrity ▪ Effective time management ▪ Ability to multi-task, to set priorities, and to work within strict deadlines ▪ Responsible and reliable ▪ Detail-oriented <p>Qualifications</p> <ul style="list-style-type: none"> ▪ Must be a student registered in a university Co-op program ▪ Completed at least two years of post-secondary education in Industrial Engineering or a related discipline ▪ Proficient in using office productivity software ▪ Database programming knowledge 			

Learning outcomes:

- Student will work collaboratively with managerial and program staff to ensure deliverables are met
- Student will apply programming knowledge to customize and maintain an inventory tracking system
- Student will suggest processes to optimize ILA's logistics cycle.

Preference is given to applicants with demonstrated lived experience and interest in issues affecting the education of learners of African heritage.

Condition(s)

Offer of employment is contingent upon the successful candidate passing appropriate background checks. Candidates must provide a recent *Criminal Background Check* and *Child Abuse Register Check*.
(*Background check fees will be reimbursed by ILA*)

Period of employment

This is an expected Mon-Fri position with a one-hour (unpaid) lunch break. The selected worker must be able to accommodate flexible working hours as there may be work requirements outside regular business hours. The work schedule will be adjusted accordingly to accommodate this requirement as no overtime is available for this position.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Job Code/ Req#:	LGOSMMR2023	Updated:	13-JAN-2023
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