

		Job Category:	Winter 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:	JAN. 6, 2025 – APR. 11, 2025	On campus?	Yes
Will Train Applicant(s):	Yes	Posting Expires:	Open until filled
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 Executive Director, the Logistics Officer is responsible for the coordination, distribution and restocking of materials required for the effective and efficient virtual delivery of ILA's programs to participants, e.g, After-School Program (science experiments), <i>FIRST</i> LEGO League Program (robotics), BEST STEM (science outreach) etc. The Logistics Officer will continue the development and implementation an <i>ILA Information Management System (ILAIMS)</i> to automate logistical processes, and is also responsible for packaging, shipping, and receiving materials.</p> <p>Principal Accountabilities</p> <ul style="list-style-type: none"> ▪ Responsible for the establishment and maintenance of an efficiency logistics chain in ILA's shipping operations. ▪ Develop and implement <i>ILA's Information Management System (ILAIMS)</i>, including a report component ▪ Ensure that all materials are accurately and expediently tracked in <i>ILAIMS</i> ▪ Ensure materials are delivered to participants within ILA-established timelines so that participants receive materials prior to each session ▪ 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 Manager will meet with the student on a bi-weekly basis to gauge progress and to clarify/resolve issues. <p>Core Competencies</p> <ul style="list-style-type: none"> ▪ Professional and service-oriented ▪ Attention to detail and accuracy ▪ Efficient ▪ Relationship builder ▪ Results-oriented ▪ Team player and reliable <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 ▪ Highly-organized; Able to multi-task, to set priorities, and to work with strict deadlines ▪ Excellent oral and written communication skills ▪ Proficient in using office productivity software ▪ Innovative thinker ▪ Self-motivated with an ability to work collaboratively with colleagues 			

Preference is given to applicants with demonstrated 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 (Vulnerable Sector) Background Check* and *Child Abuse Register Check*.

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#:	LGOWMTR2025	Updated:	09-SEP-2024
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