

		<b>Job Category:</b>	Contract placement
		<b>Job Title:</b>	<i>Project Manager</i>
		<b>Program:</b>	ILA/PhAtS YGBFP Initiative
<b>Location:</b>	Halifax	<b>Position Type:</b>	21hrs/wk, Three (3) days per wk (0.6 FTE)
<b>Wage Rate:</b>	\$30,095.52/yr, plus benefits	<b>Travel:</b>	Yes
<b>Training provided?:</b>	Yes	<b>Job Duration:</b>	May 1, 2023 – April 30, 2024

### Job Description

#### POSITION PROFILE

Imhotep's Legacy Academy (ILA) is a university-community partnership that seeks to improve on the representation of African Canadians in science professions by providing opportunities for young learners of African heritage to engage in activities designed to strengthen their science, technology, engineering and math (STEM) aptitude.

The Academy delivers science enrichment activities to African Nova Scotian students in select schools every week during their junior high years (grades 6-9), a high school tutoring program, *FIRST* LEGO League robotics teams that competed in international competitions, Coding teams, STEM Quiz Tournaments, summer research scholarships for post-secondary students pursuing various STEM disciplines as well as promise entrance scholarships for ILA graduates. The ILA has recorded significant success in attracting African Nova Scotian/Canadian students into STEM, leading to the recruitment, retention, and success of more Black STEM students at Dalhousie University during the life of the program than in the 200-year history of the university. The hundreds of engaged students are talented and capable but were feeling isolated, discouraged, and did not see themselves reflected in STEM fields. ILA changed that environment for many, creating a supportive ecosystem.

Reporting jointly to the ILA Program Director and the Dalhousie University Associate Dean Equity and Inclusion in the Faculty of Science, the Young, Gifted and Black Future Physicists (YGBFP) Project Manager is responsible the administration and execution of a suite of programs that will have a greater effect on Black student science immersion, career selection and success. Grade 7-12 students will proceed through a Physics-immersion stream within ILA, an intensive week-long summer cohort immersion (the *Young, Gifted and Black Future Physicists Summer Camp*), and an immersion period within the Dalhousie University Department of Physics & Atmospheric Science (PhAtS).

#### Key Responsibilities

- Develop project deliverables (e.g., Gantt Chart, Work Breakdown Table, Organizational Chart)
- Implement three phase projects with pre-immersion, immersion, and post-immersion educational experiences
- Test physics activities and determine which ones are suitable based on student grade-level
- Lecture physic at least 4 physics classes (1 hour), explaining Newton's Laws and Marine Technology
- Recruit grade 7-12 students with an aptitude and interest in Physics during pre-immersion phase
- Supervise summer camp Mentors and chaperones during immersion phase
- Liaise with grade 7-12 school administrators and teachers as necessary during pre and post immersion phase
- Liaise with the university Physics departments at sites where the participants are co-located, e.g., Dalhousie, St. Francis Xavier, Acadia, Cape Breton University during pre and post immersion phase
- Liaise with various provincial government departments, i.e., Education; Labour and Advanced Education, etc., to build a co-op program with attendant course credit during pre and post immersion phase
- Liaise with public and private sector businesses and non-profits employing Physicists during pre-immersion phase
- Liaise with the ILA Executive Director, Program Manager, and Administrator to ensure execution of the program
- Travel as necessary to sites across Nova Scotia (e.g., Annapolis Valley, Yarmouth, Truro, Antigonish, and Sydney)
- Write detailed and summary reports of project progression and results

#### Qualifications

- Experience in project management using software (e.g., Lucidchart, Excel, Microsoft Project)
- Knowledge of cognitive learning methodologies (e.g., discovery learning)
- Preferably have some experience in STEM field (e.g., research assistant or student mentor)
- Preferably have taken university physics courses (e.g., physics I/II, biomechanics, engineering courses)
- Excellent oral and written communication skills (e.g., written reports, presentations)
- Ability to lecture rudimentary physics sessions for 1 hour (e.g., presentation on projectile motion)
- Experience developing programs that engage the African Canadian community
- Proficient computer skill: experience using office productivity software
- Self-motivated with an ability to work collaboratively with colleagues

**Job Competencies**

- Thinking and Acting Strategically
- Self-Awareness & Professionalism
- Respect & Inclusion
- Communication
- Relationship Building

**Note**

The successful candidate is expected to be available to work on campus and will be required to provide proof of vaccination or twice-weekly COVID tests in accordance with [University policies](#).

**Additional Information**

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

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.

<b>Job Code/ Req#:</b>	YGBPJM2024	<b>UPDATED:</b>	2023-04-08
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