

## **The Opportunity**

Acadia Robotics seeks a dynamic candidate for the position of **Robotics Coordinator**.

The Robotics Coordinator will work closely with the Acadia Robotics team throughout the year to prepare for and administer the Annual Acadia Robot Programming Competition. The candidate will be responsible for communication and support for Robotics teams across the province, including school, community, and home-base groups.

In addition, the successful candidate will be responsible for managing team registration, ordering merchandise, coordinating events and training workshops, managing inventory, logistical planning of all aspects of the competition season, and interacting with our partners, supporters, and volunteers. The candidate will also be responsible for assisting the Director in writing reports and grant applications.

## **The Candidate**

We are seeking a candidate who will be detail-oriented and have experience in communication, organization, volunteer work, and administrative work associated with large events of this type. Excellent electronic communication and telephone skills are a must. Experience in finances and bookkeeping would be an asset.

Demonstrated ability to work to a high level of accuracy and be flexible to regularly changing priorities is necessary.

Applicants must be proficient in the use of Microsoft Office applications. Experience with databases is beneficial; familiarity with Acadia's Datatel system is an asset. Willingness to learn new computer skills is required.

## **The Rewards**

The Acadia Robotics Program is closely affiliated with the Jodrey School of Computer Science. This is a part-time contract position which runs from December 2016 to June 30, 2017, and from late August through to November 2017. The weekly schedule will vary but will average 2-3 days per week. Rate of pay: \$15 per hour + 4% vacation pay.

Deadline for applications is Wednesday, November 23<sup>rd</sup>.

Send cover letter and resume to Sharon Watson at [Sharon.Watson@acadiau.ca](mailto:Sharon.Watson@acadiau.ca)  
Tel: 902-585-1331 Fax: 902-585-1067

Job Description provided upon request