



Fundy Ocean Research Centre for Energy

Project and Programs Student Assistant

One (1) Position is available.

Closing Date

Monday, May 11th, 2015 at 4:00p.m. ADT

Term of Employment

May 22nd through, August 27th 2015 (14 weeks, 35 hours per week)

Summary

Fundy Ocean Research Centre for Energy (FORCE) is Canada's lead test centre for tidal energy research and technology. FORCE is seeking a student to work at our Visitor Centre – operations site, located at 1156 West Bay Road, near Parrsboro, Nova Scotia, to assist with project sensor and environmental monitoring tasks, as well as delivery of Visitor Centre public programs. The Project and Programs Student Assistant will have the primary responsibility of assisting FORCE staff, technologists and consultants in completing sensor technology project tasks, monitoring observations and data collection, as well as sharing information about the FORCE project to visitors. The student will assist in delivering educational programs and information on tidal energy technologies to the public. This is an excellent opportunity to gain experience in the delivery of interpretive programs and the processes required to advance sensor technology and environmental monitoring projects, as well as to learn about tidal energy technology. In addition, the Project and Programs Student Assistant will work at one of the region's exciting new visitor destinations on a cutting edge renewable energy project. All students who meet the criteria and requirements described herein are invited to apply for the position.

Position Description

Under the direction of the Facilities Manager, the Project and Programs Student Assistant will assist with the completion of sensor technology project tasks, as well as completing portions of regulated environmental monitoring observations and some data collection. Further, the student will participate in the delivery of the Visitor Centre's educational programs, and interpretive services, including the delivery of interpretive tours to groups of various sizes. The Project and Programs Student Assistant will focus on the delivery of new interpretive programming, sensor technology data and interactive media to the public. The student will also provide visitor services and information about other local area experiences, attractions, and programs as part of the Visitor Centre staff. Performance of daily operational duties such as cleaning, basic administrative office duties, and reporting on project tasks will be required. The Project and Programs Student Assistant will study and present information on the local area, FORCE and tidal energy technology, while working on project tasks which will relate directly to tidal energy development.

Compensation

The Project and Programs Student Assistant will be paid \$10.60 per hour, plus 4% Vacation Pay, based on thirty-five (35) hours per week for the fourteen (14) week term.

Qualifications & Skills Summary

The following shall be considered **assets** in the selection process:

- ⤴ Knowledge of the Parrsboro and Fundy Shore Tourism Destination area.
- ⤴ Knowledge of Tidal Energy technologies, FORCE programs and research.
- ⤴ Knowledge of sensor technology applications.
- ⤴ Bilingual/proficient in conversational French and English.
- ⤴ First-Aid and/or WHMIS certifications.
- ⤴ Previous experience and ease of working with the public.
- ⤴ Previous experience making scientific observations and recording data.
- ⤴ Previous experience delivering visitor services and interpretive programs.
- ⤴ Strong communications skills.
- ⤴ Willingness to complete all tasks, from basic cleaning to presentations to visitors.
- ⤴ Friendly and courteous nature.
- ⤴ Ability to maintain a high standard of punctuality, organization and neatness in the work place.
- ⤴ Completion of/enrolled in a post-secondary program of study related to Environmental Science, Environmental Monitoring, Engineering Technology, or Renewable Energy.

The following are **specific criteria** or descriptions of qualifications:

- ⤴ Applicants must be available to start work beginning May 22nd, 2015.
- ⤴ Applicants must be eligible to participate in the 2015 Student Career Skills Development Program (Province of Nova Scotia). That is, the student must meet the following conditions:
 1. You must be a resident of Nova Scotia for at least 6 months prior to this work term.
 2. You must be accepted into a post-secondary institution as a full-time student in the same year as this work term and proof must be given to your employer. That is, you fall into one of the categories below:
 - a. Attending a post-secondary institution and returning to the same institution in the fall
 - b. Attending one post-secondary institution and transferring to another in the fall
 - c. Grade 12 graduate and attending a post-secondary institution in the fall

**Proof of eligibility will be required of the successful applicant.*

- ⤴ Applicant must be a full-time student. Non-student applications will not be accepted.
- ⤴ Applicants must be able to carry out daily tasks without constant supervision, and also possess the capacity to work as part of a team.



- ⤴ Applicants must possess a familiarity with computer programs and basic software, having the ability to compose communications and basic documents.
- ⤴ Applicants must be able and willing to work weekends and holidays.
- ⤴ Applicants must be willing to participate in training specific to the position, as well as First-Aid and WHMIS training, if necessary. Training costs will be covered by FORCE.
- ⤴ Applicants must be able to travel independently to the Visitor Centre Site, at 1156 West Bay Road, near Parrsboro (must arrange for own reliable transportation) for work each day.

Application Process

FORCE will accept applications via **email only** until **4:00p.m. ADT, Monday, May 11th, 2015**. Please email a copy of your resume and a letter of introduction in confidence to visitor.centre@fundyforce.ca with the subject line: "Project and Programs Student Assistant."

FORCE welcomes submissions from all qualified parties; however, only those applicants selected for interview will be contacted.

For Further Information:

You may wish to visit our website to familiarize yourself with FORCE: www.fundyforce.ca.

A copy of the FORCE Project and Programs Student Assistant job description can be found on our website as well.

You can also "Like" FORCE on Facebook: <https://www.facebook.com/fundyforce>

If you prefer, you can follow us on Twitter, too: <https://twitter.com/fundyforce>

If you have questions, please contact:

Mary McPhee

Facilities Manager

Fundy Ocean Research Center for Energy

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