



Fundy Ocean Research Centre for Energy

Project & Programs Student Assistant

One (1) Position is available.

Closing Date

Wednesday, April 30th, 2014 at 4:00 p.m.

Term of Employment

Saturday, May 24th, through Friday, August 29th 2014 (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 the FORCE Visitor Centre, located at 1156 West Bay Road, near Parrsboro, Nova Scotia, to assist with delivery of Visitor Centre programs and sensor technology project tasks. The Project & Programs Student Assistant will have the primary responsibility of assisting the Manager in developing and delivering educational exhibits, interactive displays, and information on tidal energy technologies at the Centre; as well as participating in sensor technology project tasks, observations and implementation. This is an excellent opportunity to gain experience in delivery of interpretive programs, to learn about tidal energy technology, as well as practical experience with the development of sensor technology and environmental monitoring projects. In addition, the Project & Programs Student Assistant will enjoy working at one of the region's exciting new visitor destinations and meeting people from all over the world. All students who meet the criteria and requirements described herein are invited to apply for the position.

Position Description

Under the direction of the on-site Manager, the Project & Programs Student Assistant will participate in the delivery of the Visitor Centre's educational programs, and interpretive services, as well as assisting with the sensor technology project. The Project & Programs Student Assistant will focus on the delivery of new interpretive programming, sensor technology data and interactive media to the public. Further, the Project & Programs Student Assistant will assist with the implementation of instruments and sensors, as well as the collection of sensor data, and will conduct observations in conjunction with project environmental monitoring. The Project & Programs Student Assistant 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 & Programs Student Assistant will study and present information on the local area, FORCE and tidal energy technology, while working on sensor technology which will advance tidal energy development.

Compensation

The Project & Programs Student Assistant will be paid \$10.50 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 working with sensor instruments or performing observations.
- ⤴ 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 Tourism and Hospitality, Environmental Science, Environmental Monitoring, Engineering Technology, or Renewable Energy/Tidal Energy.

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

- ⤴ Applicants must be available to start work beginning May 24th, 2014.
- ⤴ Applicants must be eligible to participate in the 2014 Student Career Skills Development Program (Province of Nova Scotia)*. That is, the student must meet one of the following conditions:

- 1) Attending a post-secondary institution and returning to the same institution in the fall of the current year;
- 2) Attending a post-secondary institution and transferring to another in the fall of the current year, or
- 3) A Grade 12 graduate who will be attending a post-secondary institution in the fall of the current year.

**Proof of eligibility will be required of the successful applicant. Details of the 2014 Student Career Skills Development Program can be found online: <http://www.gov.ns.ca/econ/sep/scsdp/>*

- ⤴ 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 arrange for their own reliable independent transportation to the Visitor Centre Site, located at 1156 West Bay Road, near Parrsboro for work each day.

Application Process

FORCE will accept applications via **email** only until **4:00 p.m., Wednesday, April 30th, 2014**. Please email a copy of your resume and a letter of introduction in confidence to visitor.centre@fundyforce.ca with the subject line: "Project & 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 & 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

Visitor Centre Manager

Fundy Ocean Research Center for Energy

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visitor.centre@fundyforce.ca

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