



Engineering/Robotics Instructor

The University Center at Ponca City is North Central Oklahoma's access to public higher education. The UC offers degrees from 2 years Associates up to Graduate degrees.

Beginning in the spring of 2021, the UC is seeking to provide independent STEM (Science, Technology, Engineering, and Math) and Computer coding workshops for aspiring students in the area. The UC is looking for a motivated, engaging, and dynamic instructor. This position would be ideal for instructors, teachers, engineers, Science or Math majors, college students, or post-grads with a heart for building, design, teaching, and learning. The UC intends for this position to be responsible for the program design and delivery, scheduling, lesson planning, outreach, budgeting, and more for each workshop experience. The UC is looking for a creative individual who loves "making things", working with students, and wants a big role in a small successful organization throughout the year.

We are looking for an enthusiastic person who has experience working with groups of motivated and engaged students young to old. We do require all personnel to pass a background check prior to employment. The program will be based at the UC at Ponca City. Workshops will be designed to be rigorous, exciting, and project based that spark creativity, encourage collaboration, and build foundational skills for future problem solvers.

The position will be part time, and workshops can be designed and planned to work with flexible schedules. Currently the UC has several LEGO robotics kits and equipment for 3rd graders – high school. The UC would like to see new and engaging workshops created that will utilize these kits and expand into more advanced robotics and computer coding with time. The UC will pay for training, planning, set up and tear down for each workshop. The instructor will work alongside the UC staff in planning rooms, times, materials, and developing schedules for each workshop.

Job Duties:

- Develop the workshop unit plan and do research on topics before the workshop starts with details that explain methods used to implement the course goals and objectives
- Plan and organize workshop materials that convey STEM and Computer Coding concepts to school students.
- Assist students when needed with projects involving Math, Science, Engineering, Math, and Computer Coding.

- Give guidance and direction to UC staff members.
- Meet and schedule Industry speakers to discuss their positions, training, and education required for their position in Ponca City for Academy students.
- Budget for the academy
- Present concepts and principles that are engaging in the area of STEM
- Prepare projects that will be completed and showcased for parents and guardians.

Skills/Qualifications:

- Experience in educational settings
- Experience in STEM related areas or profession preferred
- Proficient in lesson planning and implementation
- Experience researching ideas; ability to problem solve, ability to inspire and present compelling information in an informative manner
- Excellent communication skills
- Customer service oriented
- Ability to walk and move around the campus and other locations around Ponca City
- Self-driven and capable of working independently

Work Day(s)/Hour(s)

The workshops will occur throughout the year. The UC would like to offer workshops during the day, and in the afternoon/evenings. Flexible hours, flexible design will be paramount as the UC and you

Compensation:

Compensation is negotiable based upon experience the range is from \$20 - \$40 per hour.

To Apply:

A resume and cover letter should be submitted to: (please list all relevant work experience or examples of previous work)

This position will remain open until filled

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