Invent the Future is a two-week summer enrichment program for Grade 10 and 11 young women at Simon Fraser University’s Burnaby campus. We are planning 2020 program for July 13-24, 2020. During this Artificial Intelligence (AI) Scholars Program, participants will explore the world of AI through team projects, industry field trips, and connecting with mentors and industry experts in a supportive yet challenging environment.

We are seeking a multi-talented Program Coordinator to ensure the success of INVENT THE FUTURE@SFU, with the support of the AI4ALL team in California and experience of partner universities.

**RESPONSIBILITIES**

As the Program Coordinator, you will be the point person behind INVENT THE FUTURE (ITF). You will handle first-level student and parent communications and ensure that all the operational needs of program are met. You will also plan marketing, admissions process, student communications, daily schedules, and carry out operational needs.

Other tasks include:
- Develop a recruiting and hiring plan along with the Program Director and track action plans
- Establish budget requirement along with the Program Director, including the request for quotes for meal plans, classroom reservations, and equipment
- Coordinate with other departments at SFU regarding policy requirements for the summer program for minors
- Acting the main contact in order to resolve student questions, send reminders to program participants, collect completed student forms, send welcome emails, etc.
- Along with Program Director, coordinate volunteers for application reviews
- Arrange logistics and transportation for field trips, guest speakers, and closing banquet
- Work with Lead Instructor to ensure that lessons match the goal of the program
- Coordinate the classroom supply requirements for lectures with Lead Instructor

The position will start in January and compensation is based on an hourly rate of $24/hour, for total of approximately 800 hours from January to August 2020. The tentative work plan is as follows:
- 2 days/week during Jan-March
- 3 days/week during April-May
- Full time during June-July
- One week in August

If you are interested in the position, please email your full name, student number, department, and resume highlighting related interests and/or experience to cs-diversity-chair@sfu.ca by Dec 10, 2019.