

**Bamfield Marine Sciences Centre
Equipment Manager, University Programs
Temporary, Full time position, April 30 – August 31, 2012**

Bamfield Marine Sciences Centre is a world-class teaching and research facility located on the outer west coast of Vancouver Island, Canada. It is operated by five Western Canadian universities (University of Alberta, University of Calgary, University of British Columbia, Simon Fraser University and University of Victoria). The village of Bamfield has a strong sense of community, and a well-developed arts culture. It is ideally situated to enjoy outdoor recreation including hiking, kayaking, surfing and fishing.

The department of University Programs (UP) offers unique field courses in coastal and marine sciences. These University credit courses are open to senior undergraduates, graduates and other qualified persons. BMSC courses are directly credited towards member university degree programs.

The Position:

This temporary, full time position (37.5 hours/week) is available April 30 to August 31, 2012. A flexible work schedule may permit taking courses or working in another department at BMSC for short periods over the summer. Working some weekends may be required. Wage: minimum \$12/hour. Accommodation with cooking facilities provided.

The Equipment Manager reports to the University Programs Coordinator.

Duties include:

- Managing science stores (order, receive and sell supplies)
- Maintaining and repairing teaching equipment
- Signing teaching equipment in and out of the inventory
- Ordering teaching equipment and supplies
- Preparing equipment and supplies for courses
- Updating the inventory of teaching equipment
- Overseeing use of a small student workshop
- Helping maintain safety kits and safety field packs
- Assisting with orientation of new students and instructors
- Transporting classes to field sites by boat and/or vehicle (if qualified)
- SCUBA diving for scientific purposes (if qualified)
- Other related duties as requested by the University Programs Coordinator

Qualifications/competencies required:

- A strong service orientation
- Flexibility and willingness to work cooperatively as part of a team
- Familiarity with basic science equipment and supplies
- Mechanical skills (good at fixing things)
- Planning, organizing and coordinating skills
- Strong written and oral communication skills

- Competency with common computer software including: Word, Excel and Power Point.
- Willingness to reside in a remote community for the summer

Qualifications/competencies desired:

- Familiarity with BMSC (worked or studied here in the past)
- Valid Driver's license (Class IV not necessary, but desired)
- Rescue Diver – if you have this level of SCUBA certification, you may be able to dive
- Pleasure Craft Operator's Certificate (PCOC) and experience operating small boats
- Small Vessel Operator Proficiency (SVOP) Certification

Apply by: February 29th, 2012

Apply by e-mail, post or hand-deliver to:

Beth Rogers, Coordinator
BMSC University Programs
100 Pachena Rd
Bamfield, BC V0R 1B0
University@bms.bc.ca

Include:

- Letter of application
- Resume
- Contact information for three references

Electronic applications should contain only one file titled with the applicant's last name.