

HIRING STUDENT TECHNICIANS

Hourly Rate:	\$22.85 (includes 6% vacation pay)
Hours per Week:	Approximately 8-12
Start Date:	September 11th, 2023
End Date:	May 2024

Qualifications:

- Must be a student registered either in an undergraduate or graduate degree program in the fall of 2023.
- Must have excellent visual colour perception
- Ability to lift paper rolls which can weigh up to 50lbs
- Detailed knowledge of the following software is required:
 - Adobe Creative Cloud (Photoshop, Indesign, Illustrator, Acrobat)
 - Microsoft Office (Outlook, Word, Excel, Powerpoint)
- Knowledge of the following software would be an asset:
 - Windows and Mac operating systems
 - Autodesk Suite (AutoCAD, Revit)
 - Sketchup
 - Rhino
- Customer service experience would be an asset

Duties:

- Responsible for producing large format prints and handling payments
- Signs out loaner equipment and ensures lending procedures are being followed
- Accepts and creates trouble reports and passes this information on to the appropriate staff
- Assists students working with design software, printing, and scanning
- Answer questions regarding the use of different software
- Other duties as assigned

Application deadline is Monday, September 4th

Application form attached

*Please e-mail a scan of completed application form,
time table, and current resume to:*

Chris Leigh
chris.leigh@umanitoba.ca

Applications will only be accepted by e-mail

Timetable Information

Please cross off any times where you would NOT be available for work.
 Your availability for work can be discussed further with the coordinator during the selection process.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:30 AM							
9:00 AM							
9:30 AM							
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11:00 AM							
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8:00 PM							

I certify that I have carefully read the foregoing application and that the statements made by me therein are correct. Pursuant to the provisions of the Personal Investigations Act (P. 33. Statutes of Manitoba), I hereby authorize The University of Manitoba or its delegates to conduct a personal investigation.

Date _____ Signature _____