

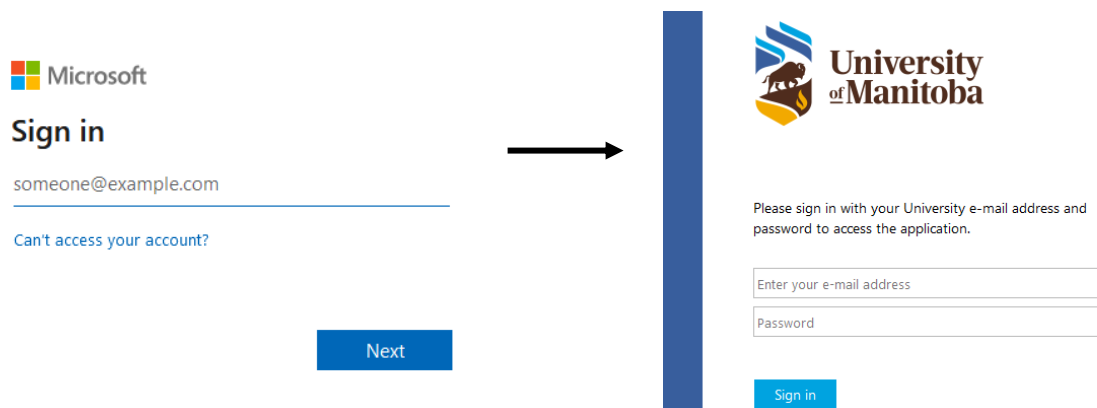
Research Grant-Funded Student Job Postings: Researcher Instructions

1. To access My Research Tools, go to:

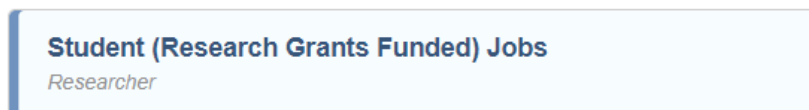
<https://research.ad.umanitoba.ca/>

2. Click on the Login button.

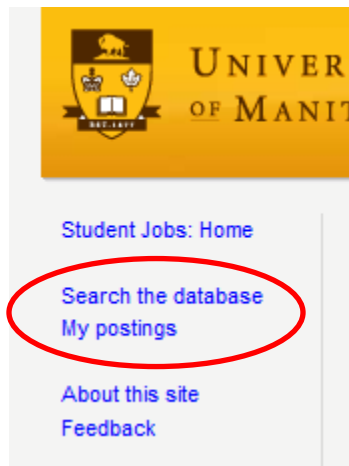
- If you are already signed into a UM single sign-on application such as the UM Intranet, this will take you directly to the My Research Tools menu.
- If not, you will see the Microsoft/UM sign-on page. Login using your UM email address and password.



3. Next you will see the My Research Tools menu. Click on “Student (Research Grants Funded) Jobs”.

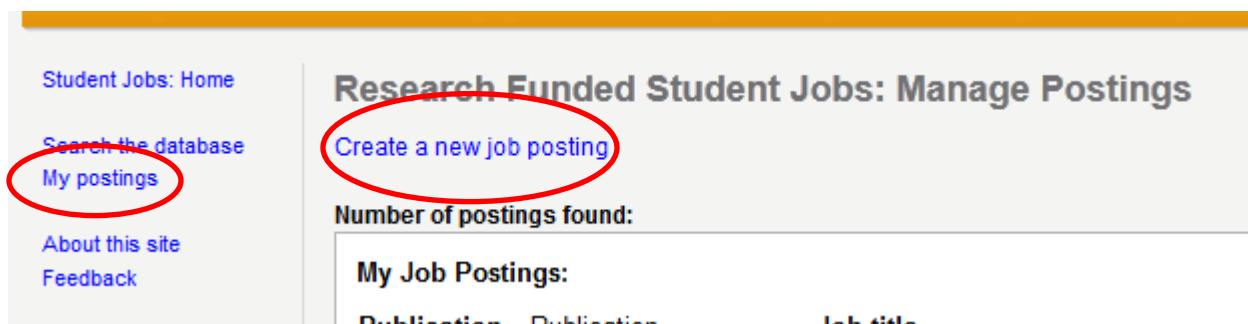


4. The left-hand sidebar has navigation links. These include a **Search the database** (public listing), and **My Postings** (private management of each researcher's posts).



5. **Create a new posting:**

- 5a. Go to My Postings, and then click "Create a new job posting".



*** = Required field**

5b. Researcher info:

Fill in your name, faculty & department, and contact information.

Research Funded Student Jobs: New Posting

* = Required field

You are the Researcher/Supervisor:

Name: Title: First name: * Last name: *

Faculty: *

Dept/School:

Email: *

Phone:

5c. Job info:

Click on the Calendar icon to input a specific date.

The Application deadline can be either a specific date, or text such as "Open until filled".


The job's Start date is a required field, and may be either a date or "ASAP".

In Eligibility, indicate whether the position is for graduate students and/or undergrads.

Other fields include Job End date, number of positions, hours per week, salary, and location.


This Job Posting


Job title: *

Application deadline: * 

Alternative text: (eg. Open until filled)

Job duration:

Start date: *  or ASAP

End date: 

Comment:

Number of positions:

Eligibility: Grad student Undergrad student

Hours per week:

Salary: (Hourly rate / contract amount / etc.)

Location (if outside of Winnipeg):

Other notes about this job:

5d. Project information:

Info about the grant-funded research being undertaken, including title, description, and the involvement of animal and/or human subjects and/or hazardous materials.

The Project	
Project title: *	<input type="text"/>
Project description: *	<input type="text"/>
Involvement:	
Animals:	<input type="text"/>
Humans:	<input type="text"/>
Hazards:	<input type="text"/>

5e. Job duties and qualifications:

The description given in Qualifications (short form) will be displayed on the Search page. Text should be as brief as possible.

Qualifications (details), if different from the shorter version, will be shown on the Posting Details page.

The Incumbent	
Duties and responsibilities: *	<input type="text"/>
Qualifications - short form (to appear in search): *	<input type="text"/>
Qualifications - details (if different from above):	<input type="text"/>
Skills and benefits to be gained from this position:	<input type="text"/>

5f. Application instructions:

Specify how the applicant should submit their materials in the Application method field.

Select the documents and number of references that they should include.

Indicate the Notification process that applicants should expect, such as contact via email or phone, and the date of the expected decision.

How to Apply / Application instructions

Application method: *
(eg. Email / in person / etc.)

Required materials:

- Resume
- Cover letter
- Transcript
- Portfolio

Other:

References: Number: Comment:

Notification process:

Decision expected:


5g. Publication dates of the posting:

The Date range specifies the start & end dates of when this posting will be visible on the public Search page. Note that the posting must also have a "Publish" status (not "Draft"), in order to be included in the public Search.

When the Posting status is set to "Draft", the posting will not appear on the public Search page, even if the current date is within range of the Start & End Publication dates.

To **save the posting**, click on "Preview before saving". The Preview page will allow the posting to be saved.

Publication

Date range: * From:  until: 

Posting status: * Publish Draft

5h. The **Preview page** displays the posting as it would be viewed by the public. The specified Publication dates are shown (visible only to the researcher), as is the Posting Status. Note that if the Posting Status is set to "Draft", the posting will not be visible to the public, regardless of the Publication dates.

"Yes, save data" will save the current data, and will allow the researcher to return to either the saved posting or to **My Postings**.

"No, continue editing" will return to the Create a New / Edit Posting page. Any changes are not yet saved to the database.

"No, discard changes" will return to the previous page prior to creating/editing. Any unsaved changes will be discarded.

Research Funded Student Jobs: Edit Posting

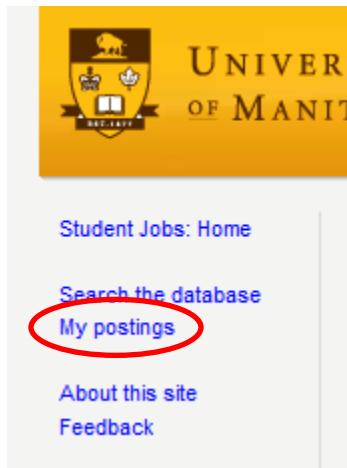
This is what the posting will look like when published. Save posting?

Publication dates: From 2011-10-03 to 2012-01-31
Posting status: **Draft** (Not available to the public)

<u>Your Role</u>	<u>The Project</u>
Job title: Professional Research Associate	Project title: Genetic analysis of microbial communities
Qualifications: (detailed) Post-Doctoral. Computer Science, Computational Biology, Bioinformatics or a related discipline. Research motivation	Project description: An interdisciplinary and collaborative team on a project with the focus of genetic analysis of microbial communities in the soil

6. Manage existing postings:

6a. Go to My Postings.



6b. This is a list of all your postings. On the far right-hand side, actions can be selected for a specific posting:

View will display the posting in public format. The Edit, Clone, and Delete commands are also available on the View page.

The **Edit** page is similar to the Create a New Posting page, with the same steps.

Clone will copy the post's data into a new Create a New Posting page. This is useful when creating similar postings.

Delete cannot be undone. You will be asked to confirm a delete.

In the **Publication Status** column, the posting's current status is shown, as well as a **Change** link. Clicking the link will toggle the status from "Publish" to "Draft", or vice versa.

My Job Postings:							
Publication status	Publication dates	Job title Project title	Deadline	Job dates	Level	Department (Job supervisor)	Actions
Draft Change to Publish	2011-10-03 to 2012-01-31	Professional Research Associate <small>Genetic analysis of microbial communities</small>	2011-11-30	ASAP to 2013-04-30	Undergraduate	Faculty of Science: Computer Science (Dr. John Stachow)	View Edit Clone Delete
Publish Change to Draft	2011-10-03 to 2012-01-31	Professional Research Associate 2 <small>Genetic analysis of microbial communities</small>	2011-11-30	ASAP to 2013-04-30	Graduate	Faculty of Science: Computer Science (Dr. John Stachow)	View Edit Clone Delete