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Career Services



UM

This document has been updated on August 24th, 2021: Positions that are crossed out have selected students

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Student Services

Academic Learning Centre Program Assistant - Academic Learning Centre

Job Description:

The Academic Learning Centre (ALC) provides supports to UM students (graduate and undergraduate, full and part-time) as they develop academic strengths and skills in writing, researching, and learning. ALC services include one-to-one tutoring (in writing, content, and study skills), Supplemental Instruction, workshops, and online resources.

Job Duties:

Reporting to the Academic Learning Centre Director and Writing Tutor Coordinator, the Program Assistant will assist with the following:

- Communicate with Instructors, Tutors, ALC staff, other UM stakeholders about ALC services.
- Coordinate and schedule the delivery of promotional/informational presentations.
- Develop and deliver promotional/informational presentations.
- Coordinate and support delivery of initial and on-going training.
- Coordinate and monitor tutor schedules.
- Complete data entry.

Competencies Gained:

WRITTEN COMMUNICATION

Write emails that are logically structured and contain all relevant information.

Adapt writing style in consideration of different audiences.

Produce concise summary notes accurately with correct grammar, punctuation and spelling.

ORAL COMMUNICATION

Ask and answer questions, clarify, and summarize what others are communicating

Provide clear explanations and directions while instructing, educating and providing feedback.

Communicate with others using a variety of communication strategies to negotiate details and explain complex ideas.

TEAMWORK

Demonstrate respect and care. Is open and supportive of the thoughts, opinions, and contributions of others.

Actively contribute to team projects/tasks; fulfill required roles, participate in discussions to improve effectiveness.

Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback

LEADERSHIP

Take responsibility for decisions and display a positive attitude and perseverance.
Take initiative in leading, supporting and motivating others to achieve goals.

PLANNING AND ORGANIZING

Apply organizing and planning skills to manage work.
Work effectively to meet deadlines.

PROBLEM SOLVING SKILLS

Use problem solving strategies to identify and resolve problems, issues and determine solutions.

DIGITAL TECHNOLOGY SKILLS

Performs basic computer tasks, such as creating documents, saving files, and sending email.

Demonstrate knowledge of software and information technology systems, especially those used by the Academic Learning Centre (WCOOnline, UMLearn, WebEx, Teams).

PRESENTATION SKILLS

Present basic information to one or more people using appropriate resources, vocabulary, and non-verbal language.

PERSONAL MANAGEMENT

Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace.

Embrace new opportunities and learn continuously.

Respond to sudden changes in circumstances.

Job Requirements:

Enrolled as a current student at the University of Manitoba for the Fall 2021 term.

Continuing as a UM student for the Winter 2022 term preferred.

Has a minimum 3.0 GPA and is in good academic standing.

Has the interpersonal and written skills necessary to communicate effectively with ALC Tutors, ALC staff, Instructors and other UM stakeholders.

Excellent time management skills, strong attention to detail, and ability to work independently and work cooperatively as part of a team are required.

Familiarity with the Academic Learning Centre, its programs, and activities is preferred.

Salary: \$14.00-\$16.00/hour

Student Admissions Assistant (4 Positions) - Admissions/Enrolment Services

Job Description:

This position will assist the Admissions Officers in the processing of undergraduate applications. Duties may include assessing applications, helping Admissions Officers with preparation for selection meetings, processing admission decisions, sorting documents, updating files and computer records, phoning, emailing, filing etc.

Job Duties:

Competencies Gained:

In this position students will strengthen their written and oral communication skills. They will have the opportunity to work in a team, learning from constructive criticism and giving positive constructive feedback. They will gain the ability to effectively complete deadlines under pressure and proactively plan and manage work; monitor results to successfully complete plans. In this position the student will learn to anticipate the unexpected and respond quickly to sudden changes in circumstances. They will demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace.

Job Requirements:

Applicant must be current students of the University of Manitoba and registered in a minimum of 9 credit hours per term.

Applicants should have a strong attention to detail. They should possess good oral and written communication skills, be task-oriented, and be able to multi-task with minimum supervision. They must be comfortable working in a team. The applicant should possess a professional, friendly, helpful and outgoing attitude with strong customer service skills. They must be mature and a self-starter who is not afraid to ask questions. Experience with Word, Excel, Outlook and Access is preferred. Office experience is an asset.

Salary: \$14.00/hr (\$14.84 with vacation pay)

Student Career Service Advisors (2 Positions) - Career Services

Job Duties:

- Provides initial assessment, clarifies individual need(s) and provides general information, self-directed service support and/or refers clients to a Career Consultant.
- Promotes the development of career management skills required to manage learning and work/life transitions over a lifespan by introducing students to self-directed resources and understanding of the broad career development process and concepts.
- Determines appropriate internal and external referral for services/resources in response to student need
- Provides information on job search strategies, resume, cover letter and interview preparation.
- Provide general guidance to individuals who are unfamiliar with the University of Manitoba.
- Provides appropriate career service information to individuals. For example, information on resources, workshops, career inventories (MBTI/SII), website, one-on-one consulting services and supports the use of self-directed tools and resources.
- Supports the transition to consulting services through the client management system.
Specifically:
 - Creates and manages hard-copy and electronic client filing system
 - Introduces clients to the career development process and supporting tools and resources
- Participates in special events (e.g., Career Fairs/Outreach Tables) and staffing information booths providing information on self-directed resources and Career Services continuum of service delivery.
- Researches, identifies and recommends new resource materials for clients.
- Updates and maintains the online and paper career resource collections.
- Ensures front desk reception has the necessary documents replenished to provide timely service.
- Provides reception service during client drop-in times as required.
- Responds to inquiries from students, alumni, faculty, staff, prospective students, employers and general public through in-person, phone or email contact.
- Provides intake documents and explains FIPPA policy to ensure client understanding.
- Performs other duties as assigned

Competencies Gained:

Written Communication

- Condense information/produce concise summary notes accurately with correct grammar, punctuation and spelling.
- Writes content that are logically structured and contain all relevant information.

Oral Communication

- Provide clear explanations and directions while instructing, educating and providing feedback.

Teamwork

- Demonstrate respect and care. Is open and supportive of the thoughts, opinions, and contributions of others.
- Actively contribute to team projects/tasks; fulfills required roles, participates in discussion to improve effectiveness.

Planning and Organizing

- Effectively apply organizing and planning skills to manage work.

Problem Solving Skills

- Make decisions in accordance to accepted practices and guidelines.

Digital Technology Skills

- Performs basic computer tasks, such as creating documents, saving files, and sending email.

Personal Management

- Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace.
- Anticipate the unexpected and respond quickly to sudden changes in circumstances.

Job Requirements:

- Preference will be given to a student enrolled in social sciences, human resources, education or social work.
- An interest in career development and learning about the North American labour market
- A keen interest in helping students
- A desire to join a dedicated team and work in a professional and confidential work environment
- The ability to work independently

Salary: \$12.50 per hour

Student Employment Assistance Officer - Career Services

Job Description:

The **Student Employment Assistance Officer** will work with the Career Services Job Developer and Career Service Work-Study Program Manager to develop and implement experiential learning opportunities for University of Manitoba students.

Job Duties:

- Post jobs, and ensuring the databases is accurate and up to date
- Manage confidential data, verifying student funding status, program eligibility and tracking employer hiring and funding use.
- Market employment connection and experiential learning programs to students and potential employers
- Assist in contacting employers to promote the employment services of Career Services and conduct employer follow-up and communications
- Organize employer information and recruitment sessions
- Promote careerCONNECT to students and employers
- Assist in data management of employer information in Orbis
- Create and manage employer information and contact lists
- Work with other staff to review and analyze employer information and suggest ways to streamline information
- Research labour market information and employment opportunities related to various fields
- Schedule, create and co-facilitate student sessions including but not limited to Work-Study Orientations and experiential learning information sessions.
- Organize and schedule professional development sessions for students
- Welcome, direct and provide information to students virtually or in the Career Centre if COVID restrictions allow.
- Assist students with self-directed resources such as resume, cover letter, interview booklets and career planning resources.
- Help students retrieve educational and occupational information
- Website updates
- Market experiential learning opportunities through social media, articles, and other communications mediums
- Support the Work-Study program development and implementation
- Assist with the management of the Work-Study student and employer database utilizing Microsoft Excel

Competencies Gained:

Written Communication:

- Condense information/produce concise summary notes accurately with correct grammar, punctuation, and spelling.
- Writes content that are logically structured and contain all relevant information.

Oral Communication:

- Provide clear explanations and directions while instructing, educating and providing feedback.

Teamwork:

- Demonstrate respect and care. Is open and supportive of the thoughts, opinions, and contributions of others.
- Actively contribute to team projects/tasks; fulfills required roles, participates in discussion to improve effectiveness.

Planning and Organizing:

- Effectively apply organizing and planning skills to manage work

Problem Solving Skills:

- Make decisions in accordance to accepted practices and guidelines.

Digital Technology Skills:

- Performs basic computer tasks, such as creating documents, saving files, and sending email.

Personal Management:

- Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace.
- Anticipate the unexpected and respond quickly to sudden changes in circumstances.

Job Requirements:

- Skilled written and verbal communicator
- Excellent computer skills including use of Microsoft products
- Strong organizational ability
- Ability to work independently
- Keen interest in helping students connect to employment and experiential learning opportunities
- Interest in learning about the North American labour market
- Desire to join a dedicated team and work in a professional and confidential work environment

Salary: 14.50/hour

Student Engagement Assistant (2) - Indigenous Student Centre

Job Description:

The Student Engagement Assistant will primarily work with the coordinator of two ISC Student Engagement programs and provide assistance in organizing and facilitating program meetings. One is a peer-mentoring program (IPMP) and the other is a student leadership program (ICE). Descriptions of these programs can be found at <http://umanitoba.ca/student/indigenous/>.

The skills that will be practiced are effective communication, networking, sharing resources with students, active listening, interpersonal skill building, cultural learning and meeting planning and facilitation.

Job Duties:

Duties may include:

- Assist with organization of student meetings
- Assist with facilitation of student meetings
- Facilitate group discussion
- Contact other units on campus and invite to present at student meeting
- Organize student event(s) in Migizii Agamik for group members
- Volunteer at Indigenous-focused cultural events for cross-cultural learning
- Contribute to the campus community and volunteer in the community with group members
- There may also be other duties as assigned.

IPMP and ICE meetings are held on a regular basis in both terms; meeting times vary and this position may include evening and weekend work. Attendance at all meetings is not required, but as many as your schedule allows.

They will also assist with general duties that support the regular operation of the Indigenous Student Centre such as:

- Welcoming students and visitors
- Screening and directing calls
- Scheduling appointments
- Providing on campus and/or community referral
- Booking rooms
- Producing correspondence and documents
- Assisting with events
- Ensuring posting boards are up to date, etc.
- Perform other duties as assigned

Competencies Gained:

Written Communication

- Summarize meeting notes in a concise manner

Oral Communication

- Help facilitate group meetings in a friendly and clear manner
- Provide clear explanations while providing feedback, and
- Communicate with others in a variety of settings and methods (in person, email, group meetings)

Teamwork

- Demonstrate respect and care and be supportive of thoughts, opinions and contributions of others
- Accept and share responsibility

Leadership

- Accept responsibility for decisions and have a positive attitude
- Take initiative in leading and supporting students to achieve goals

Presentation Skills

- Present basic information to one or more people using appropriate resources and vocabulary

Personal Management

- Identify importance in every job/task and demonstrate professionalism.

Job Requirements:

- Applicants must have successfully completed a minimum of at least 18 credit hours
 - Should have an interest in working with Indigenous students in all levels of study
 - Must be organized and willing to co-facilitate some meetings
 - Must be friendly, have excellent customer service and basic computer skills
 - Must be a self-starter and able to work independently.
 - Student applicants must meet the following requirements:
 - Full-time student during the 2021-22 school year (9 credit hours each for Fall/Winter terms)
 - Returning to full-time study in Fall 2023
 - GPA of at least 2.0
- Important: Financial aid documentation is required for the fall/winter period.

Salary: TBD

Student Services Projects Assistant - Faculty of Agricultural and Food Sciences

Job Description and Duties:

The Student Services Office at the Faculty of Agricultural and Food Sciences plays a significant role in providing information and support to prospective and current students enrolled in all eight (8) of our undergraduate programs. The unit provides essential programs and services that are designed to help students navigate university and help them make informed decisions through academic advising, degree/diploma program planning, resource referrals, awards/scholarships, and much more.

The successful candidate will work in collaboration with the Student Services Office and staff to provide essential administrative and project support to further improve our ability to support students in an effective and efficient way. The Junior Advisor will provide assistance with numerous projects related to academic and student advising/support, financial aid, student newsletters, resource/content creation, and other administrative projects.

Competencies Gained:

Written and Oral Communication:

- * Communicating with faculty, staff and students on a daily basis.
- * Adapt writing style in consideration of different audiences.
- * Ask and answer questions, clarify, and summarize what others are communicating.
- * Provide clear explanations and directions while instructing, educating and providing feedback.
- * Learn creative ways to communicate with a person whose first language is not English.

Teamwork

- * Demonstrate respect and care. Is open and supportive of the thoughts, opinions, and contributions of others.
- * Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback.
- * Actively contribute to team projects/tasks; fulfill required roles, participate in discussions to improve effectiveness.

Leadership

- * Model a strong desire to succeed by demonstrating adaptability to achieve goals.
- * Accept responsibility for decisions and display a positive attitude and perseverance.

Planning & Organizing

- * Effectively apply organizing and planning skills to manage workload.

Problem Solving Skills

- * Use problem solving strategies to identify and resolve problems, issues and determine solutions.
- * Make decisions in accordance to accepted practices and guidelines.

Digital Technology Skills

- * Perform basic computer tasks, such as creating documents, saving files, and sending emails.
- * Demonstrate proficiency in using Microsoft office, online searches, and data entry.

Personal Management

- * Embrace new opportunities, learn continuously, and identify importance in every job/task.
- * Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace.

Job Requirements:

Salary: \$11.95 to \$15.70 per hour

Junior Confidential Intake Assistant- Student Advocacy and Case Management - Student Accessibility Services

Job Duties:

- Provide direct assistance to students (telephone and via email)
- Intake and reception duties (gather student information following our intake procedures, schedule appointments, make referrals)
- Administrative tasks (filing, photocopying)
- Assist with projects

Competencies Gained:

Oral Communication

- Answer questions, clarify and summarize what others are communicating in a supportive and respectful way.

Written Communication

- Provide information in a coherent and respectful way with correct grammar, punctuation and spelling.

Digital Technology Skills

- Demonstrate proficiency in using Microsoft office, web searches, sending and receiving emails, scheduling appointments and meetings, and inputting data into a customized case management systems.

Problem Solving Skills

- Make decisions in accordance with accepted unit practices and guidelines.

Personal Management

- Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace.

Job Requirements:

- Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace
- Excellent interpersonal skills (verbal and written)
- Ability to work in a confidential and professional office
- Can work as part of a team
- Can take direction
- Adapt to a busy and, at times, stressful environment
- Punctual

Salary: 14.00/hour + vacation pay

Alternate Format Assistant/Invigilator- Student Accessibility Services

Job Description and Duties:

- The Alternate Format Assistant will be working to provide training and assistance to students with disabilities. The Alternate Format Assistant will help the Assistive Technologist with: alternate format ordering to the Province of Manitoba, alternate format conversion, i.e. braille, large print, kesi files, PDF, audio to written, assistive technology training on kurzweil, zoomtext, read and write gold, and classroom equipment placement.
- The Alternate Format Assistant will be available for student help desk requests and office hours in the Assistive Technology Lab.
- During peak times, the Assistant will also assist with invigilation of exams and front desk coverage including:
 - Responsible for setting up the examination room according to specific requirements as well as ensuring that equipment and facilities are functioning properly.
 - Monitoring students while they write tests and exams.
 - Ensures that students comply with regulations with respect to exams.
 - Responsible to report any behavior by students or others that does not comply with University regulations.
 - Front Desk Coverage: At times, Invigilators will be asked to answer phones and walk-in inquiries at the front desk office.

Competencies Gained:

Client service:

The incumbent will be assisting at the front desk of the exam centre, responding to phone and email inquiries. The incumbent will be trained on office protocol and responding to inquiries of students, staff and faculty.

Teamwork:

The incumbent will be working with a team of 10, learning their different roles and responsibilities. The incumbent will participate in group meetings and learn how to manage daily tasks in relation to the requests of others.

Communication:

The incumbent will be shadowing student meetings and will have the opportunity to develop their own communication skills by participating in a student meeting. The incumbent will need to use active listening strategies, and counselling skills when working with students.

Digital skills:

The incumbent will be trained on the use of assistive technology and how to create accessible documents. The incumbent should have a basic knowledge of the 3 most used assistive technologies by the end of the position.

Leadership:

The incumbent will be invited to lead a project by managing the daily tasks, completing tasks on schedule, and reporting on the progress of the project at weekly team meetings.

Job Requirements:

- Education- must be in the 3rd or 4th year of a program or have completed at least one degree
- Experience working with people with disabilities
- Experience with computer software or technical applications of software
- Knowledge of assistive technology and/or alternate format production would be an asset
- Must be client-focused and service oriented
- Punctual
- Excellent communication and organizational skills, and an ability to transmit and receive information accurately
- Demonstrated ability to listen and efficiently assist clients with problems
- Ability to follow instructions and to work independently and as part of a team
- Ability to act in an acceptable manner so as not to disrupt students writing the exams
- Available for flexible hours, including evenings and weekends
- Must be available to work during peak periods: October, December and February

Salary: \$14.00/hr

Junior Intake Assistant- Student Accessibility Services

Job Duties:

- Provide direct assistance to students (telephone and via email)
- Intake and reception duties (gather student information following our intake procedures, schedule appointments, make referrals)
- Administrative tasks (filing, photocopying)
- Assist with projects

Competencies Gained:

Oral Communication

- Answer questions, clarify and summarize what others are communicating in a supportive and respectful way.

Written Communication

- Provide information in a coherent and respectful way with correct grammar, punctuation and spelling.

Digital Technology Skills

- Demonstrate proficiency in using Microsoft office, web searches, sending and receiving emails, scheduling appointments and meetings, and inputting data into a customized case management systems.

Problem Solving Skills

- Make decisions in accordance with accepted unit practices and guidelines.

Personal Management

- Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace.

Job Requirements:

- Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace
- Excellent interpersonal skills (verbal and written)
- Ability to work in a confidential and professional office
- Can work as part of a team
- Can take direction
- Adapt to a busy and, at times, stressful environment
- Punctual

Salary: \$14.00/hour + vacation pay

Student Services Navigator (2) - Student Affairs

Job Description:

The VAHC is a one-year pilot project (March 2021 - 22) designed to support student academic success within a remote service delivery model. Through a peer-to-peer approach, the Student Service Navigators at the VAHC will provide students with timely responses to questions, manage student requests for information related to advising, and make appropriate referrals to university supports and services. The VAHC will be available to students during extended hours, including evenings and weekends. The VAHC will serve as a first line triage resource for the UM campuses.

Job Duties:

Basic Information and Support:

- Responds to inquiries from students, prospective students, and general public through phone, chat or e-mail contact, or virtual meeting formats
- Responds to student requests using supportive, non-judgmental and informative language

Student experience and skill development:

- Promotes the development of academic management skills required to navigate University systems by reviewing questions with students, and fleshing out details on inquiries before sending to Advising offices
- Teaches university students about advising, providing guidance for those who are unfamiliar and assisting with formulating emails and questions prior to referrals.
- Teaches university students proper process in asking and delivering questions via email
- Develops communication skills in students, such as when to ask questions, how to respond effectively and professionally, how to approach staff members

Communication and Training

- Collaborates with supervisor and team members to develop digital and written resources required to support university students, e.g., FAQs, web-based information
- Meets with supervisor and other team members regularly to troubleshoot university student processes
- Provides information to fellow team members regarding student questions and concerns in meetings and on Team chats
- Handles difficult interactions with professionalism, whether it's a crisis or aggressive situation making referrals to services where appropriate
- Frequently uses Microsoft applications, advising resources, University web-based resources, and other digital programs used to perform the duties of the position, e.g., Interaction Client

Competencies Gained:

- Condense information/produce concise summary notes accurately with correct grammar, punctuation and spelling.
- Ask and answer questions, clarify, and summarize what others are communicating.
- Provide clear explanations and directions while instructing, educating and providing feedback.
- Communicate with others using a variety of communication strategies to negotiate, mediate, resolve difficult issues and sell ideas.
- Actively contribute to team projects/tasks; fulfil required roles and participate in discussion to improve effectiveness.
- Work effectively to complete deadlines when under pressure. Proactively plan and manage work.
- Make decisions in accordance to accepted practices and guidelines.
- Perform online/virtual environment tasks, such as managing a chat system, answering and returning calls, saving files, and sending email.
- Demonstrate indepth knowledge of computer software and information technology systems.
- Present basic information to one or more people using appropriate resources, vocabulary, and non-verbal language in a virtual environment.
- Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace.
- Embrace new opportunities, learn continuously, and identify importance in every job/task.
- Anticipate the unexpected and respond quickly to sudden changes in circumstances.

Job Requirements:

Working Environment: The Virtual Advising Help Centre is a remote service office. Student Navigators will work from their homes and therefore need reliable access to highspeed internet connections.

Salary: \$15.00

Student Life Programs Assistant (2 Positions) - Student Life

Job Description:

The Student Life Programs Assistant is responsible for planning and implementing Student Life co-curricular programs and initiatives (in the areas of leadership, mentoring, peer-to-peer and volunteer programming, and the administration of the Co-Curricular record). A key focus of this position involves regular contact with student participants / applicants, as well as reviewing monthly reports and hosting monthly check-in meetings with group participants. Efforts may be focused on recruiting participants, fielding concerns/questions from current or prospective participants, and promoting Student Life programs. Finally, this position is responsible for creating year-end program reports, documenting the successes and challenges in a program that year. Specific program(s) and initiative(s) will be determined by need, but additionally informed by the interests, experience, and skill of the successful candidate.

Job Duties:

Student Life Programs (40%):

- Plan and host social events that are interesting for Student Life's various program volunteers / participants / mentors
- Assist with the facilitation of workshops for the New Student Peer Mentoring Program and Student Life.
- Assist with the management, motivation, and training of volunteers / participants / mentors in student life programs
- Respond to volunteers / participants / mentors' questions about programs or commitments

Communications & Managing Information (40%)

- Communicate deadlines for program related updates / assignments / reflections from program participants on their progress, challenges and success
- Review monthly self-reflections and provide feedback to mentors
- Regularly communicate with participants and other staff about questions, concerns and/or challenges with the programs
- Attend events and promote the Student Life office and Student Life programs

Administrative & Organization (20%)

- Managing and keeping accurate records of participants in the program
- Managing and keeping accurate records of reports

Other duties as assigned.

Specific or additional projects could be determined based on interests / experience / skill.

Note that some evening and weekend work will be required, including (but not limited to) the following dates and times.

The successful candidate must be available Thursdays (4:00-6:00pm) on the following dates:

- Fall: September 16, October 14, November 18
- Winter: January 13, February 10, and March 10

It is preferred that the successful candidate is additionally available Thursdays 2-4pm.

Competencies Gained:

Planning and Organizing

- Effectively apply organizing and planning skills to manage work, work effectively to complete tasks and meet deadlines, proactively plan and manage work.

Verbal Communication

- Ask and answer questions, clarify, and summarize what others are communicating.
- Prepare and present advanced information with clarity with the ability to respond to questions in a timely manner.

Written Communication

- Condense information/produce concise summary notes, write letters and reports that are logically structured, and adapt writing style in consideration of audience.

Personal Management

- Embrace new opportunities and learn continuously

Problem Solving

- Use problem solving strategies to identify and resolve problems, issues and determine solutions.

Digital Technology Skills

- Perform basic computer tasks, such as creating documents, saving files, and sending email.

Analysis and Research

- Gather relevant data and organize information in a logical manner

Job Requirements:

Minimum Formal Education/Training Requirements

- Enrolled as a current student at the University of Manitoba and registered in a minimum of 18 credit hours
- Must be in good academic standing (minimum of 2.5 GPA)

Experience

- Previous experience in program planning, volunteer organization and event management is an asset
- Experience with leadership, mentoring, peer-to-peer and volunteer programming, is an asset (particularly involvement in programs facilitated by Student Life)
- Previous experience working in a clerical/office setting is an asset

Skills

- Exceptional interpersonal and customer service skills
- Proficient use of intermediate Microsoft Office features, particularly with Microsoft Excel
- Excellent verbal and written communication skills
- Effective time management and organizational skills
- Effective meeting and record keeping skills

Abilities

- Manage multiple priorities with competing deadlines
- Develop and maintain positive relationships with key stakeholders (including students, faculty, staff, administrators, volunteers, and community members) from a diversity of backgrounds
- Maintain privacy and confidentiality of all communications and records, to the extent protected under the law and statements of ethical practice
- Work independently and be a motivated self-starter
- Work collaboratively as part of a team
- Solve problems effectively, make good decisions, and empower others to do the same
- Recognize opportunity and possibilities when encountering challenges or during change
- Be an exemplary student leader among student leaders, and represent the University of Manitoba with the highest level of professionalism at all times

Salary: \$13-14 per hour

Student Career Service Assistant (Bannatyne Location) - Career Services

Job Description & Duties:

- Data collection, research, reports: assist with collecting, organizing and inputting general data, collecting data from websites, calendars and compiling for Career Consultant
- Supports the transition to consulting services through the client management system. Specifically:
 - Creates and manages hard-copy and electronic client filing system
 - Participates in special events (e.g., Career Fairs/Outreach Tables) and staffing information booths providing information on self-directed resources and Career Services continuum of service delivery.
 - Researches, identifies and recommends new resource materials for clients.
 - Updates and maintains the online and paper career resource collections.
 - Ensures front desk reception has the necessary documents replenished to provide timely service.
 - Responds to inquiries from students, alumni, faculty, staff, prospective students, employers and general public through in-person, phone or email contact.
 - Provide general guidance to individuals who are unfamiliar with the University of Manitoba.
- Performs other duties as assigned

Competencies Gained:

Written Communication

- Condense information/produce concise summary notes accurately with correct grammar, punctuation and spelling.
- Writes content that are logically structured and contain all relevant information.

Oral Communication

- Provide clear explanations and directions while instructing, educating and providing feedback.

Teamwork

- Demonstrate respect and care. Is open and supportive of the thoughts, opinions, and contributions of others.
- Actively contribute to team projects/tasks; fulfills required roles, participates in discussion to improve effectiveness.

Planning and Organizing

- Effectively apply organizing and planning skills to manage work.

Problem Solving Skills

- Make decisions in accordance to accepted practices and guidelines.

Digital Technology Skills

- Performs basic computer tasks, such as creating documents, saving files, and sending email.

Personal Management

- Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace.
- Anticipate the unexpected and respond quickly to sudden changes in circumstances.

Job Requirements:

- Preference will be given to a student enrolled in social sciences, human resources, education or social work.
- An interest in career development and learning about the North American labour market
- A keen interest in helping students
- Proficient user of MS office especially MS Excel
- A desire to join a dedicated team and work in a professional and confidential work environment
- The ability to work independently

Salary: TBD

Position Selected ~~Customer Service and Recreation Assistant~~ ~~Recreation Services~~

Job Description & Duties:

- Ability to communicate effectively and professionally with members and staff
- Use our membership and program sales software to sell our services to staff, students and the surrounding community.
- Equipment cleaning and locker clear-outs
- Learn about the variety of programs and services that we offer to our members and be able to communicate them to potential clients.
- Assist as a Fire Warden in the event of fire drills or an emergency (CPR certification is required. We will provide training).
- Assist with special events and programs when needed. (Orientations, Wellness Fairs etc.).
- Ability to work independently during slower times or work as a team during the busy hours.
- Ability to problem solve and handle customer questions and complaints.

Competencies Gained:

Written Communication

- Write letters and reports that are logically structured and contain all relevant information.

Oral Communication

- Communicate with others using a variety of communication strategies to negotiate, mediate, resolve difficult issues and sell ideas.

Teamwork

- Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback.

Leadership

- Take initiative in leading, supporting and motivating others in developing individual skills or tasks to achieve goals.

Personal Management

- Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace.
- Embrace new opportunities, learn continuously, and identify importance in every job/task.
- Anticipate the unexpected and respond quickly to sudden changes in circumstances.

Job Requirements:

- Ability to communicate effectively and professionally with members and staff,

- Work with intelli leisure computer software,
- Take initiative to complete tasks,
- Learn about programs and services,
- Work indepently and as a team,
- Promote memberships and programs to new clients
- CPR training is required

Salary: \$13.40 per hour

Technical

Student Technology Technician /Videographer (Bannatyne) - College of Rehabilitation Sciences

Job Description:

The College of Rehabilitation Sciences, CoRS, is hiring a Student Technology Technician assist in the creation and development of recruitment videos for the College. The Student Technology Technician/Videographer, under the supervision of CoRS Office Manager, will work both independently as well as with internal staff (professional and student staff) & external clients (clinicians) on collaborative design-content marketing projects that further the CoRS brand.

Job Duties:

In conjunction with College Office Manager:

- Assisting in shooting/capturing of video footage (including event capture, interviews)
- Write scripts, shotlists and storyboards for videos
- Assist with filming content for all of our four programs
- Work with small groups of people in person once filming occurs
- Arrange filming dates with staff as needed
- Editing and creating video animations (motion graphics) for social media and digital content assets
- Manage filming and audio equipment
- Properly set up and break down camera and audio equipment for video shoots
- Collaborate with staff and team members, both onsite and virtual
- Help manage multiple projects at a time
- Uploading, naming, organizing and sharing footage
- Assist with image, video and audio editing
- Provide creative ideas and suggestions
- Other tasks as assigned

Competencies Gained:

- Student will gain hands-on training along practical experience developing and launching CoRS recruitment videos
- Student will be able to excel and learn about video productions as well as marketing.
- Students will learn to work independently as well as part of a team
- Students will learn accountability, how to meet deadlines, develop multi-tasking skills and prioritization skills

Students will learn how to interact professionally with all levels of community

Job Requirements:

- Must be full-time student, preferably with the University of Manitoba
- Must be able to commute to Bannatyne Campus for regular meetings

- Must be able to meet during typical business hours (Mon-Fri, 8:30am - 4:30pm)
- Strong communication skills, verbal & written
- A background in creation & editing of videos
- Comfort around technology, interest in learning about CoRS programs to help develop content
- Experience with cameras, filming and photography
- Proficient in audio recording
- Project planning or project management experience an asset
- Ability to work independently as well as in a team environment
- Proficient in the most current version of Adobe Creative Suite (especially Premiere Pro, After Effects, and PhotoShop) is considered an asset
- A background in graphic design or fine arts experience is considered an asset
- Professional appearance & attitude
- Ability to develop relationships with all levels of community
- Strong organizational & time-management skills
- Ability to meet competing deadlines & work on multiple tasks simultaneously
- Problem-solving skills & reasoned decision making skill

Strong interpersonal skills, presentation experience considered an asset

Salary: \$15.09 + 6% vacation = \$16.00/hr

Junior System Analyst- Information Services & Technology

Job Description:

The Banner program is looking for help from a junior system's analyst to help with reorganizing various technical documents and reviewing/supporting the Senior Analyst on analysis of software logs, repointing system to different sources and provide technical analysis support where required.

Job Duties:

- Support data gathering and analyzing activities;
- Review and organize technical documents;
- Implement quality assurance activities such as surveys and questionnaires as needed;
- Provide processed data to team members as per their needs;
- Perform data analysis where required;
- Maintain a data repository to provide appropriate information that help in strategic planning and decision making;
- Gather and process project data and other business data as requested by Team;
- Manage data integrity and accuracy of repository systems;
- Troubleshoot and resolve system problems in a timely fashion.

Competencies Gained:

WRITTEN COMMUNICATION

Condense information/produce concise summary notes accurately with correct grammar, punctuation and spelling.

Adapt writing style in consideration of different audiences.

ORAL COMMUNICATION

Ask and answer questions, clarify, and summarize what others are communicating. Provide clear explanations and directions while instructing, educating and providing feedback.

Communicate with others using a variety of communication strategies to negotiate, mediate, resolve difficult issues and sell ideas.

TEAMWORK

Demonstrate respect and care. Is open and supportive of the thoughts, opinions, and contributions of others. Actively contribute to team projects/tasks; fulfills required roles, participates in discussion to improve effectiveness. Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback.

LEADERSHIP

Accept responsibility for decisions and display a positive attitude and perseverance. Models a strong desire to succeed by demonstrating adaptability to achieve goals.

PLANNING AND ORGANIZING

Effectively apply organizing and planning skills to manage work.

Work effectively to complete deadlines when under pressure.

Proactively plans and manages work; monitors results through to successfully complete plans.

PROBLEM SOLVING SKILLS

Make decisions in accordance to accepted practices and guidelines.

Use problem solving strategies to identify and resolve problems, issues and determine solutions.

Recognize inconsistencies in reasoning. Makes decisions in situations that fall outside established guidelines or where the choice among options is less obvious.

ANALYSIS AND RESEARCH

Gather relevant secondary data and organize information in a logical manner.

Collect primary data and/or assist in carrying out surveys, focus groups, and lab analysis.

Analyze samples/surveys for quantitative/qualitative research.

DIGITAL TECHNOLOGY SKILLS

Performs basic computer tasks, such as creating documents, saving files, and sending email.

Ability to read logs and analyze data as needed from various software

Demonstrate in depth knowledge of computer software and information technology systems.

PRESENTATION SKILLS

Present basic information to one or more people using appropriate resources, vocabulary, and non-verbal language. Prepare and present advanced information with clarity with the ability to respond to questions in a timely manner. Facilitate interactive presentations of advanced information customized to the interests and needs of the audience.

PERSONAL MANAGEMENT

Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace.

Embrace new opportunities, learn continuously, and identify importance in every job/task.

Anticipate the unexpected and respond quickly to sudden changes in circumstances.

Job Requirements:

- Knowledge of Linux, Python and SQL

Salary: TBD

Student Engagement and Success Student Website Assistant - Student Engagement & Success

Job Duties:

Web Content Updates:	90%
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Make page updates as requested by Student Affairs departments and approved by Outreach Specialists

Make recommendations for updates based on user experience and unit needs.

Create a strategy and timeline for transition student affairs RedDot (old CMS) pages to Drupal (New CMS)

Attend NGWC (Next Gen Web Community-of-Practice) meetings for updates on Drupal and best practices

Other	10%
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There are other projects and programs constantly developed within Student Engagement and Success. Support in the form of insight, integration, development, etc. may be asked

Performs other duties as assigned

Competencies Gained:

Attention to detail

Very good verbal and written communication skills

Ability to manage difficult conversations with diplomacy and tact

Ability to work independently and with groups, while taking direction from supervisors

Demonstrate creativity in front end web design solutions

Ability to solve problems and generate ideas to address service needs

Ability to multitask and prioritize a diverse set of projects and requests

Adaptable and flexible in a busy and challenging workplace

Maintain privacy and confidentiality with respect to all communications and records.

Job Requirements:

MINIMUM FORMAL EDUCATION/EXPERIENCE/TRAINING REQUIRED:

Current student enrolled at the University of Manitoba.

A keen interest in helping students and learning about Student Affairs and its departments through University of Manitoba website.

Proficiency in Web Content Management System environments (Drupal experience and asset)

Proficiency in Microsoft Office 365 software suite with emphasis on Excel, Word, Teams and Outlook

Proficiency in Adobe InDesign, Photoshop, and/or Dreamweaver (or similar software) an asset

Experience working with diverse stakeholder groups is an asset

Salary: TBD

Computer Lab Assistants (4 positions) – Faculty of Education

Job Description & Duties:

Duties:

- Provide technical support to users of the Education Computer Lab.
- Assist students/staff in using software, scanners, photocopier, and digital equipment.
- Maintain the security and cleanliness of the lab, workstations, and equipment.
- Prepare the lab and equipment for bookings.
- Circulate among students in the lab to answer questions, tidy up workstations, and to ensure acceptable use of the lab.
- Sign out equipment to authorized students and staff.
- Accept cash payments for the purchase of photocopying/printing credits and special print jobs. Enter payments in Excel spreadsheet and perform cash-out procedures.
- Set-up user accounts for self-serve photocopying/printing.
- Retrieve special print jobs.
- Maintain printer and photocopier.
- Assist with software installs and updates.
- Perform other duties as assigned.

Competencies Gained:

Teamwork

- Accept and share responsibility. Learn from constructive criticism.

Oral Communication

- Provide clear explanations and directions while instructing, educating and providing feedback.

Planning and Organizing

- Effectively apply organizing and planning skills to manage work.

Problem Solving Skills

- Make decisions in accordance to accepted practices and guidelines.
- Use problem solving strategies to identify and resolve problems, issues and determine solutions.

Digital Technology Skills

- Performs basic computer tasks, such as creating documents, saving files, and sending email.
- Demonstrate in depth knowledge of computer software and information technology systems.

Personal Management

- Embrace new opportunities, learn continuously, and identify importance in every job/task.
- Anticipate the unexpected and respond quickly to sudden changes in circumstances.

Presentation Skills

- Present basic information to one or more people using appropriate resources, vocabulary, and non-verbal language.

Job Requirements:

- Experienced using Microsoft Office programs, using the Internet, and email programs.
- Knowledge of both Windows and MAC computers preferred.
- Familiarity with the Faculty of Education programs an asset.
- Must enjoy working with and helping others.
- Ability to take initiative and work independently.
- Good command of the English language.

Salary: \$12.50 + 6% vacation pay per hour

Junior Software Developer – Information Services & Technology

Job Description and Duties:

Reporting to the Manager of Application Maintenance, the incumbent is primarily responsible for providing maintenance and support to existing systems. The incumbent also designs, develops, tests and implements new and/or modified solutions for clients and conducts quality assurance activities. Under the direction of senior Technology Services staff, the incumbent acts as a consultant to clients. The area of focus for this position is Maintenance and Support of Web applications and related technologies.

Skills and Abilities:

- Knowledge of HTML, CSS, JavaScript and PHP
- Knowledge of Python scripting language
- Knowledge of Selenium testing suite would be an asset.
- Knowledge of Rundeck would be an asset
- Must have excellent troubleshooting, problem resolution, and customer service skills.
- Must be comfortable speaking to end users in phrasing they will understand.
- Must have very strong attention to detail and the ability to handle sensitive information with professionalism and tact.
- Awareness of basic relational database concepts unix/linux, dynamic linking, and ITIL practices would be an asset.

Key Responsibilities:

- Develops and tests new and/or modified solutions, ensuring they meet the client specifications and performance requirements, and are delivered within effort estimates.
- Provide input into automation and optimization, as well as examining, recommending and implementing authorized improvements.
- Create test scripts, acceptance test changes and conduct code reviews.
- Perform other duties as assigned.

Competencies Gained:

Teamwork:

- Demonstrate respect and care. Is open and supportive of the thoughts, opinions, and contributions of others.
- Actively contribute to team projects/tasks; fulfils required roles, participates in discussion to improve effectiveness.
- Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback.

Digital Technology Skills:

- Advance software development skills.
- Advance acceptance testing skills.
- Demonstrate in depth knowledge of software development lifecycle.

Job Requirements:

- Knowledge of HTML, CSS, JavaScript and PHP
- Knowledge of Python scripting language
- Knowledge of Selenium testing suite would be an asset.
- Knowledge of Rundeck would be an asset
- Must have excellent troubleshooting, problem resolution, and customer service skills.
- Must be comfortable speaking to end users in phrasing they will understand.
- Must have very strong attention to detail and the ability to handle sensitive information with professionalism and tact.
- Awareness of basic relational database concepts unix/linux, dynamic linking, and ITIL practices would be an asset.

Salary: TBD

SharePoint Content Coordinator- Information Services & Technology

Job Description:

IST- Project Management Office (PMO) is looking for a SharePoint Content Coordinator that will help migrate and modernize the internal PMO SharePoint site.

Job Duties:

- Create SharePoint pages using out of the box components for the IST Project Management Office (PMO)
- Performs analysis and provide recommendations on how to best implement pages.
- Troubleshoots issues and broken links in SharePoint pages
- Works to migrate SharePoint pages from on premise to the cloud.
- Manages and revises the layout of the site.
- Customizes SharePoint site for company purposes.
- Consult with teams and manager to get direction on best way to implement SharePoint design
- Maintains records of SharePoint updates, maintenance, and activity.
- Reports to company management with updates and information about SharePoint use.
- Provides technical support for SharePoint users.
- Addresses questions or concerns from business owners or directors regarding the function of the software.

Competencies Gained:

COMMUNICATION

Ability to communicate effectively

Communicate with others using a variety of communication strategies to negotiate, mediate, resolve difficult issues and sell ideas.

TEAMWORK

- Demonstrate respect and care. Is open and supportive of the thoughts, opinions, and contributions of others. Actively contribute to team projects/tasks; fulfills required roles, participates in discussion to improve effectiveness. Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback.

- LEADERSHIP

Accept responsibility for decisions and display a positive attitude and perseverance. Models a strong desire to succeed by demonstrating adaptability to achieve goals.

PLANNING AND ORGANIZING

Work with team to define plans

Effectively apply organizing and planning skills to manage work.

Work effectively to complete deadlines when under pressure.

Proactively plans and manages work; monitors results through to successfully complete plans.

PROBLEM SOLVING SKILLS

Make decisions in accordance to accepted practices and guidelines.

Use problem solving strategies to identify and resolve problems, issues and determine solutions.

Recognize inconsistencies in reasoning. Makes decisions in situations that fall outside established guidelines or where the choice among options is less obvious.

ANALYSIS AND RESEARCH

Gather relevant secondary data and organize information in a logical manner.

Collect primary data and/or assist in carrying out surveys, focus groups, and lab analysis.

Analyze samples/surveys for quantitative/qualitative research.

DIGITAL TECHNOLOGY SKILLS

Performs basic computer tasks, such as creating documents, saving files, and sending email.

Ability to design and understand SharePoint pages

Demonstrate in depth knowledge of computer software and information technology systems.

PRESENTATION SKILLS

Present basic information to one or more people using appropriate resources, vocabulary, and non-verbal language. Prepare and present advanced information with clarity with the ability to respond to questions in a timely manner. Facilitate interactive presentations of advanced information customized to the interests and needs of the audience.

Job Requirements:

Salary: TBD

Accounting Assistant – Faculty of Architecture

Job Duties:

- Maintain a filing and archiving system for the Financial Administrator for all Faculty Departments/Programs.
- Create and maintain various spreadsheets in order to track human resource, course offering and other financial data.
- Reconciliation of payment authorization.
- Assist with travel claims, deposits and journal entries.

Competencies Gained:

Numeracy

- Perform calculations for adding, subtracting, multiplying and dividing, and converting between fractions and decimals.
- Analyze or compare numerical data to identify trends or compare statistics.

Analysis and Research

- Gather relevant data and organize information in a logical manner.

Oral Communication

- Ask and answer questions, clarify, and summarize what others are communicating.

Teamwork

- Actively contribute to team projects/tasks; fulfils the required roles, participates in discussion to improve effectiveness.

Problem Solving

- Use problem-solving strategies to identify and resolve problems, issues and determine solutions.

Planning and Organizing

- Effectively apply organizing and planning skills to manage work. Work with tight deadlines and at a fast pace.

Digital Technology

- Work with a range of software including Excel and various accounting software programs

Personal Management

- Manage time and competing priorities effectively.

Job Requirements:

- Knowledge of basic accounting principles and routines required
- Excellent attention to detail and sound problem-solving skills
- Excellent communication and organizational skills, both verbal and written
- Ability to work both independently and with a team
- Ability to work under pressure with speed and accuracy
- Proficiency in utilizing Microsoft Office (Word, Excel, Access, Outlook), internet

Salary: \$15.00 per hour

Research and Laboratory

Sustainability Assistant- Office of Sustainability

Job Description:

The Sustainability Assistant will report to the Director of the Office of Sustainability. The assistant will provide skilled assistance on a variety of sustainability projects within the Office of Sustainability. This includes performance of a wide variety of tasks, assisting with data analysis, report creation and the design and promotion of student engagement materials. After receiving general instructions on the Office of Sustainability projects and objectives, the assistant is expected to assist in organizing, planning and scheduling their work to obtain the required information or complete the required tasks. The assistant is required to research relevant subject material and work with the office staff to communicate desired outcomes, create an action plan and engage the campus community.

Competencies Gained:

Communication

- Condense information/produce concise summary notes accurately with correct grammar, punctuation and spelling.
- Write Reports that are logically structured and contain all relevant information. Adapt writing style in consideration of different audiences.
- Communicate with others using a variety of communication strategies to negotiate, mediate, resolve difficult issues and sell ideas.

Teamwork and Leadership

- Contribute to team projects/tasks; fulfils the required roles, participates in a discussion to improve effectiveness.
- Accept responsibility for decisions and display a positive attitude and perseverance.
- Model a strong desire to succeed by demonstrating adaptability to achieve goals. Take initiative in leading, supporting and motivating others in developing individual skills or tasks to achieve goals.

Planning and Organizing

- Effectively apply organizing and planning skills to manage work.
- Proactively plans and manages work; monitors results through to successfully complete plans.

Problem Solving Skills

- Make decisions in accordance to accepted practices and guidelines.
- Use problem solving strategies to identify and resolve problems, issues and determine solutions.

Analysis and Research

- Collect primary data and/or assist in carrying out surveys.
- Gather relevant secondary data and organize information in a logical manner.
- Analyze metrics/samples/surveys for quantitative/qualitative research.

- Knowledge of software systems to support the position. Experience with Microsoft Office (Word, Excel, Outlook) is required. Experience with ESRI GIS, graphic programs such as Adobe CS and social media platforms is an asset.

Digital Technology Skills

- Performs basic computer tasks, such as creating documents, saving files, and sending an email.

Presentation Skills

- Present basic information to one or more people using appropriate resources, vocabulary, and non-verbal language.
- Prepare and present advanced information with clarity with the ability to respond to questions in a timely manner.
- Facilitate interactive presentations of advanced information customized to the interests and needs of the audience.

Personal Management

- Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace.
- Embrace new opportunities, learn continuously, and identify the importance in every job/task.

Job Requirements:

- Interest in concepts in the field of sustainability.
- Good communication skills.
- Problem-solving skills.
- Hardworking

Salary: TBA

Research Assistant (2) - Centre for Human Rights Research

Job Description:

Research assistants will assist [Dr. Adele Perry](#), Director of the Centre for Human Rights Research, with a variety of human rights and social justice research projects. Student research assistants will contribute to the CHRR's mandate of sharing research-driven knowledge, public policy, and intellectual debate on issues related to human rights and social justice.

Duties may include general office administration, event planning, social media, and research tasks (e.g., conducting literature reviews and writing memos, editing, and the transcription of research interviews).

We are hiring two (2) student research assistants.

Competencies Gained:

Written Communication

- Condense information/produce concise summary notes accurately with correct grammar, punctuation and spelling.
- Adapt writing style in consideration of different audiences.

Planning and Organizing

- Proactively plan and manage work; monitors results to successfully complete plans.
- Work effectively to complete deadlines when under pressure.

Analysis and Research

- Gather relevant secondary data and organize information in a logical manner.

Teamwork

- Actively contribute to team projects/tasks.
- Participate in discussion to improve effectiveness.

Digital Technology Skills

- Perform basic computer tasks, such as creating documents, saving files, and sending email.

Job Requirements:

Enrollment

- Full-time 3rd-year or 4th-year undergraduate student or graduate student in both terms (Fall 2021 and Winter 2022). Students must have a minimum 60% course load
- Must work minimum four hours per week.

Education

- Courses related to, or an interest in issues of human rights and social justice would be an asset.

Skills and Abilities

- Knowledge of Microsoft Office (Word, Excel, Power Point) is required.
- Ability to create accessible digital content as well as graphics using programs such as Canva or InDesign.
- Excellent verbal and written communication and interpersonal skills required.
- Ability to follow directions, work independently, manage and prioritize multiple tasks, and organize time is required.
- Ability to work remotely required.

Salary: \$16.25

Research Student Writer – Office of the Vice-President (Research & International)

Job Description & Duties:

- Researches, develops and edits content targeted to UM audiences about ongoing research.
- Creates informational and promotional content across a variety of platforms including UM Today, the UM website and social media channels.
- In consultation with the Research Communications Officer/Office of VP Research and International, seeks to understand objectives, timelines, outcomes and deliverables and works to deliver high-quality writing that achieves the required goals.
- Ensures that the language of written materials is compelling, accurate, professional and credible.
- As needed, adapts written communications into other formats including web, video or presentations.
- Develops and promotes use of consistent style guide in all UM communications materials.
- Participates in cross-functional project teams.
- Other duties as required.

Competencies Gained:

Written communication:

- Adapt writing style in consideration of different audiences.

Teamwork:

- Actively contribute to team projects/tasks; fulfils required roles, participates in discussion to improve effectiveness.

Leadership:

- Models a strong desire to succeed by demonstrating adaptability to achieve goals.

Planning and organizing:

- Effectively apply organizing and planning skills to manage work.

Analysis and Research:

- Gather relevant secondary data and organize information in a logical manner.

Personal Management:

- Embrace new opportunities, learn continuously and identify importance in every job/task.

Job Requirements:

- Full time student in Fall and Winter terms - preference to students with undergraduate or graduate research experiences
- Canadian citizen, Permanent Resident, or refugee status

- Strong written communication skills, excellent grammar and attention to detail
- Experience conducting research as an undergraduate or graduate student preferred
- Experience writing for website or any professional writing experience is an asset
- Ability to work both independently and with a team
- Creative thinker with an eye for detail
- Ability to multi-task many small tasks at once
- Ability to represent UM in a polished and professional way
- Interest in pursuing a career in science communications, marketing and/or communication an asset

Salary: \$12.50/hr

Maintenance Data Analyst – Physical Plant

Job Description and Duties:

The maintenance data analyst will review key pieces of information on behalf of Operations & Maintenance within Physical Plant to assist with implementation of a new computerized maintenance management system (CMMS) known as the Integrated Workplace Management System (IWMS). Duties include, but are not limited to:

- Reviews critical maintenance data (e.g. assets, procedures, schedules) in the IWMS to ensure all systems are identified and entered.
- In consultation with appropriate trades, reviews maintenance schedules; updates accordingly
- Reviews asset information, ensures correctness, and performs necessary updates
- Reviews procedure information specific to each trade, provides statistical information regarding procedure usage rates to inform which procedures are maintained moving forward
- Reviews attachments housed within the IWMS that automatically generate with work orders
- Retains attachments electronically to be reviewed by trades and implemented in the new system as required. Replication of the document in a usable format may be necessary
- Reviews recent maintenance manuals associated with new construction projects and pulls out information regarding maintenance schedules to inform future maintenance activities

A student with a background in Engineering studies would be suited to this role.

Competencies Gained:

The student would have gained the ability to:

Written Communication

- Condense information in written format that can be used to inform future decisions

Oral Communication

- Utilize a variety of communication skills to present complex ideas and obtain necessary information; ask and answers questions as necessary

Leadership

- Exhibits initiative and accountability in work that is provided to ensure that a common goal is met

Analysis and Research

- Gathers appropriate data and organizes it in a logical way; ensures accuracy in data
- Analyzes data and provides recommendations based on inconsistencies in the data, or best practices

Digital Technology Skills

- Demonstrate in depth knowledge of specialized computer software as well as standard software suites

Job Specific Skills

- Apply existing engineering knowledge (e.g. mechanical, electrical, civil) to a maintenance environment
- Learn about complex infrastructure and its respective systems to ensure optimal building performance
- Learn about the importance of preventive maintenance
- Become familiar with key performance indicators (KPIs), and their importance in maintenance

Job Requirements:

Education

Completion of at least 2 years of an undergraduate program in a related discipline; engineering disciplines are preferred.

Experience

Experience with Microsoft Office is required.

Experience in a maintenance environment would be considered an asset, but is not required.

Skills

Proficiency in using intermediate features of MS Office Suite (Excel, Access) programs is required.

Attention to detail and accuracy for data entry integrity is required.

Must have demonstrated comprehensive reading and critical thinking skills to understand, interpret, and effectively communicate maintenance information.

Salary: Student Rate \$17.00 per hour

Waste Reduction Assistant- Physical Plant

Job Description & Duties:

The student will assist in researching best practices for waste reduction and compost programs around campus. The student will assist to document program progress, tracking, reporting and analyzing metrics around waste produced and disposed. The student will assist with the student run compost initiative program. The student will assist with communication, education and awareness around waste reduction initiatives on campus. A student with a background and interest in environmental studies would be suited to this role.

Competencies Gained:

Written Communication

- Condense information/produce concise summary notes accurately with correct grammar, punctuation and spelling.
- Write Reports that are logically structured and contain all relevant information. Adapt writing style in consideration of different audiences.

Oral Communication

- Communicate with others using a variety of communication strategies to negotiate, mediate, resolve difficult issues and sell ideas.

Teamwork

- Contribute to team projects/tasks; fulfils the required roles, participates in a discussion to improve effectiveness.

Leadership

- Accept responsibility for decisions and display a positive attitude and perseverance.
- Model a strong desire to succeed by demonstrating adaptability to achieve goals. Take initiative in leading, supporting and motivating others in developing individual skills or tasks to achieve goals.

Planning And Organizing

- Effectively apply organizing and planning skills to manage work.
- Proactively plans and manages work; monitors results through to successfully complete plans.

Problem Solving Skills

- Make decisions in accordance to accepted practices and guidelines.
- Use problem solving strategies to identify and resolve problems, issues and determine solutions.

Analysis and Research

- Gather relevant secondary data and organize information in a logical manner.
- Collect primary data and/or assist in carrying out surveys.
- Analyze metrics/samples/surveys for quantitative/qualitative research.

Numeracy

- Able to carry out arithmetic operations/understand data.
- Analyze or compare numerical data to identify trends or compare statistics.

Digital Technology Skills

- Performs basic computer tasks, such as creating documents, saving files, and sending an email.

Presentation Skills

- Present basic information to one or more people using appropriate resources, vocabulary, and non-verbal language.
- Prepare and present advanced information with clarity with the ability to respond to questions in a timely manner.
- Facilitate interactive presentations of advanced information customized to the interests and needs of the audience.

Personal Management

- Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace.
- Embrace new opportunities, learn continuously, and identify the importance in every job/task.

Job Requirements:

- Interest sustainability, compost and waste diversion systems.
- Good communication skills.
- Problem-solving skills.
- Hardworking

Salary: \$17.00/ hour

Hazardous Building Material Assistant – Physical Plant

Job Description & Duties:

The student will assist in entering data into the Hazmat 360 database related to asbestos containing materials. The student will also assist with reviewing campus spaces to update the database related to renovations and improvement work. They will work closely and under the guidance of the Operations and Maintenance Health and Safety Team. A student with a background and interest in environmental studies or engineering would be suited to this role.

Competencies Gained:

Written Communication

- Condense information/produce concise summary notes accurately with correct grammar, punctuation and spelling.
- Write Reports that are logically structured and contain all relevant information. Adapt writing style in consideration of different audiences.

Oral Communication

- Communicate with others using a variety of communication strategies to negotiate, mediate, resolve difficult issues and sell ideas.

Teamwork

- Contribute to team projects/tasks; fulfils the required roles, participates in a discussion to improve effectiveness.

Leadership

- Accept responsibility for decisions and display a positive attitude and perseverance.
- Model a strong desire to succeed by demonstrating adaptability to achieve goals. Take initiative in leading, supporting and motivating others in developing individual skills or tasks to achieve goals.

Planning And Organizing

- Effectively apply organizing and planning skills to manage work.
- Proactively plans and manages work; monitors results through to successfully complete plans.

Problem Solving Skills

- Make decisions in accordance to accepted practices and guidelines.
- Use problem solving strategies to identify and resolve problems, issues and determine solutions.

Analysis and Research

- Gather relevant secondary data and organize information in a logical manner.
- Collect primary data and/or assist in carrying out surveys.
- Analyze metrics/samples/surveys for quantitative/qualitative research.

Numeracy

- Able to carry out arithmetic operations/understand data.
- Analyze or compare numerical data to identify trends or compare statistics.

Digital Technology Skills

- Performs basic computer tasks, such as creating documents, saving files, and sending an email.

Presentation Skills

- Present basic information to one or more people using appropriate resources, vocabulary, and non-verbal language.
- Prepare and present advanced information with clarity with the ability to respond to questions in a timely manner.
- Facilitate interactive presentations of advanced information customized to the interests and needs of the audience.

Personal Management

- Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace.
- Embrace new opportunities, learn continuously, and identify the importance in every job/task.

Job Requirements:

- Basic knowledge of construction materials and building systems.
- Good communication skills.
- Problem-solving skills.
- Hardworking.

Salary: \$17.00 per hour

Student Research Assistant – College of Pharmacy

Job Description & Job Duties:

This is a basic science research laboratory working with insulin producing pancreatic beta cells. The selected candidate will:

- Assist with bibliographic research
- Assist with preparing, labelling, making standard lab solutions (buffers, reagents)
- Assist with staining fixed cells or pancreatic sections from rodents
- Assist with data analysis

Competencies Gained:

TEAMWORK

- Demonstrate respect and care, open to and supportive of the thoughts, opinions, and contributions of others.
- Actively contribute to team projects/tasks; fulfil required roles, participate in discussion to improve effectiveness.
- Accept and share responsibility; learn from constructive criticism and give positive and constructive feedback.

ANALYSIS AND RESEARCH

- Gather relevant secondary data and organize information in a logical manner.
- Collect primary data and/or assist in performing experiments and data analysis.
- Analyze data for qualitative and quantitative research.

PROBLEM SOLVING RESEARCH

- Make decisions in accordance to accepted guidelines and standard practices.
- Use problem solving strategies to identify and resolve scientific problems.

PRESENTATION SKILLS

- Present basic information to one or more people using appropriate resources, vocabulary, and non-verbal language.
- Prepare and present information with clarity with the ability to respond to questions in a timely manner.

WRITTEN AND ORAL COMMUNICATION

- Condense information/produce concise summary notes accurately.
- Write reports that are logically structured and contain relevant information.
- Ask and answer questions, clarify and summarize what others are communicating.

PERSONAL MANAGEMENT, PLANNING AND ORGANIZATION

- Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace.
- Effectively apply organizing and planning skills to manage work.
- Work effectively to complete deadlines.
- Proactively plan and manage work; monitor results through to successfully complete plans

Job Requirements:

- Interest in research and lab work
- Basic knowledge of biology and/or physiology (has taken a biology or physiology course)
- Knowledge of computer software (Microsoft Office)
- Organized and be able to follow instructions carefully
- Good communications skills

Salary: \$14 per hour

Student Research Assistant (2)- Department of Anthropology

Job Duties:

- Web design;
- Update web sites
- Video editing;
- Art archive database management
- Analyse archaeological remains
- Digitize field notes, photos, plans and data;
- Analysis of zoo-archaeological remains and data;
- Bibliographic research;
- Maceration and preparation of zoological specimens
- ArcGIS
- AutoCAD
- Museum display
- Photogrammetry

Competencies Gained:

Teamwork

- Demonstrate respect and care. Is open and supportive of the thoughts, opinions, and contributions of others.
- Actively contribute to team projects/tasks; fulfils required roles, participates in discussion to improve effectiveness.
- Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback.

Problem-Solving Skills

- Make decisions in accordance to accepted practices and guidelines.
- Use problem-solving strategies to identify and resolve problems, issues and determine solutions.
- Recognize inconsistencies in reasoning. Makes decisions in situations that fall outside established guidelines or where the choice among options is less obvious.

Analysis and Research

- Gather relevant secondary data and organize information in a logical manner.
- Collect primary data and/or assist in carrying out surveys, focus groups, and lab analysis.
- Analyze samples/surveys for quantitative/qualitative research.

Numeracy: Able to carry out arithmetic operations/understand data

- Analyze or compare numerical data to identify trends or compare statistics.

Digital Technology Skills

- Performs basic computer tasks, such as creating documents, saving files, and sending emails.
- Design web pages and a wide range of software skills.
- Demonstrate in-depth knowledge of computer software and information technology systems.

Job Requirements:

- Art history
- Zoology;
- Archaeology;
- GIS Map making;
- Knowledge of computers, archaeology or relevant experience;
- 3D modeling
- Autocad;
- ArcGIS; and/or
- Endnote

Salary: \$16.00 per hour

Herbarium Database Technician – Department of Biological Sciences (BIOL 3242)

Job Description & Duties:

The herbarium database technician will enter plant specimen label data into a database, includes capturing and uploading digital images of specimens. The selected candidate will also be responsible for selecting and filing archived specimens to/from the collection. Attention to detail and quality control of data are critical.

The job requires an understanding of botanical nomenclature and georeferencing.

Competencies Gained:

- Demonstrate in-depth knowledge of computer software and information technology systems.
- Use problem-solving strategies to identify and resolve problems, issues and determine solutions.
- Proactively plan and manage work; monitor results through to successfully complete plans.
- Actively contribute to team projects/tasks; fulfils the required roles, participates in a discussion to improve effectiveness.
- Communicate with others using a variety of communication strategies to negotiate, mediate, resolve difficult issues and sell ideas.

Job Requirements:

Preference is given to students with an interest in botany/plant biology, and to students who completed BIOL 3242.

Salary: \$11.95 per hour

Research Assistant (2) – Faculty of Architecture

Job Description and Duties:

The BIOM Lab, a recently founded research group in the Department of Architecture, works at the intersection of biology and design exploring theoretical constructs, using digital simulation tools and working on applied science experiments to advance architectural research and provide a transdisciplinary platform for students to explore alternative design venues.

The research assistant will help investigate mycelium-based and bacterial cellulose-based biomaterials for optimized building performance. The candidate will participate in the design, inoculation, and harvest of biomaterials, s/he will assist with data collection and analysis, help with lab maintenance, conduct literature review, and assist with project dissemination activities.

Competencies Gained:

TEAMWORK

- Demonstrate respect and care. Is open and supportive of the thoughts, opinions, and contributions of others.
- Actively contribute to team projects/tasks; fulfils required roles, participates in discussion to improve effectiveness.
- Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback

LEADERSHIP

- Accept responsibility for decisions and display a positive attitude and perseverance.
- Models a strong desire to succeed by demonstrating adaptability to achieve goals.
- Take initiative in leading, supporting and motivating others in developing individual skills or tasks to achieve goals

PLANNING AND ORGANIZING

- Effectively apply organizing and planning skills to manage work.
- Work effectively to complete deadlines when under pressure.
- Proactively plans and manages work; monitors results through to successfully complete plans.

ANALYSIS AND RESEARCH

- Gather relevant secondary data and organize information in a logical manner.
- Collect primary data and/or assist in carrying out surveys, focus groups, and lab analysis.
- Analyze samples/surveys for quantitative/qualitative research.

DIGITAL TECHNOLOGY SKILLS

- Performs basic computer tasks, such as creating documents, saving files, and sending email.

- Design web pages and a wide range of software skills.
- Demonstrate in depth knowledge of computer software and information technology systems

PERSONAL MANAGEMENT

- Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace.
- Embrace new opportunities, learn continuously, and identify importance in every job/task.
- Anticipate the unexpected and respond quickly to sudden changes in circumstances

Job Requirements:

- Interest and enthusiasm in the subject of biomaterials and biomimetic design.
- Good communication skills
- Hardworking
- Ability to work independently or as part of a team
- Preference will be given to graduate level students and/or undergraduate students with previous experience in the field. Students from Design, Engineering and Biology related disciplines are welcomed to apply

Note: Start and end dates can be negotiated

Salary: 12\$-16\$/hour

Laboratory Monitor – Faculty of Education

Job Description and Duties:

The Faculty of Education, Department of Curriculum, Teaching and Learning is currently looking for a self-motivated individual to monitor the science laboratories in the Education building.

The duties for this position are:

- create or update the database of science equipment and materials
- monitor the supply of consumable materials and alert faculty or the department head when supplies are low so more can be ordered
- organize and maintain the laboratory so all equipment and materials are stored safely
- work with science education faculty to determine priorities for future science laboratory purchases.

Competencies Gained:

WRITTEN COMMUNICATION Condense information/produce concise summary notes accurately with correct grammar, punctuation and spelling.

ORAL COMMUNICATION Ask and answer questions, clarify, and summarize what others are communicating. Provide clear explanations and directions while instructing, educating and providing feedback. Communicate with others using a variety of communication strategies to negotiate, mediate, resolve difficult issues and sell ideas.

PLANNING AND ORGANIZING Effectively apply organizing and planning skills to manage work. Work effectively to complete deadlines when under pressure. Proactively plans and manages work; monitors results through to successfully complete plans. **DIGITAL TECHNOLOGY SKILLS** Performs basic computer tasks, such as creating documents, saving files, and sending email. **PERSONAL MANAGEMENT** Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace. Embrace new opportunities, learn continuously, and identify importance in every job/task. Anticipate the unexpected and respond quickly to sudden changes in circumstances.

Job Requirements:

The preferred candidate will be a student in the Faculty of Education with a science background.

Salary: \$12/hr plus 6% vacation pay

Gallery Assistant: Exhibitions and Collections – School of Art

Job Description:

The School of Art Gallery requires a Gallery Assistant to work primarily in the area of collections care and management. The School of Art Gallery presents 8-12 exhibitions and related events each year and maintains a growing collection of over 4000 artworks in its holdings. The Gallery Assistant will contribute research to the Permanent Collection database and will help to ensure that works in the gallery holdings are safely cared for. The Gallery Assistant may also contribute exhibition research and assist with the installation and setup of exhibitions and events. This is a part time position of up to 15 hours a week.

Job Objectives:

- Increase access to information on the exhibition archive and Permanent Collection database;
- Compile, prepare, and present research on art and artists in Gallery exhibitions and collections so that it is accessible to members of the University community and the general public. This work will contribute to art history, particularly in the areas of Canadian, Manitoban, and Indigenous art;
- Ensure that artworks under temporary or permanent stewardship of the School of Art Gallery are safely and professionally installed or stored.

Job Duties:

- Assisting with inventory and condition reporting of artworks in the Permanent Collection;
- Auditing, updating, and uploading records in the Permanent Collection database;
- Photographing artworks and scanning documents from artwork acquisition files;
- Assisting with installation of exhibitions and setting up of events.

Competencies Gained:

Written Communication

- Condense information/produce concise summary notes accurately with correct grammar, punctuation and spelling.

Oral Communication

- Ask and answer questions, clarify, and summarize what others are communicating.

Teamwork

- Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback.

Analysis and Research

- Gather relevant secondary data and organize information in a logical manner.

Problem Solving

- Use problem solving strategies to identify and resolve problems, issues and determine solutions.

Planning and Organizing

- Effectively apply organizing and planning skills to manage work.

Digital Technology

- Work with a range of software including digital photography and electronic equipment including image scanning and assembly of digital publications.

Job Requirements:**Qualifications:**

- Excellent oral and written communication skills;
- Detail oriented;
- Computer literacy, able to work in both Mac and PC environments (familiarity with Microsoft Office and Adobe Creative Cloud applications is an asset)
- Preference will be given to School of Art students enrolled either in Art History or Studio degree programs.

Salary: \$13.50 per hour

Research Assistant – Faculty of Kinesiology and Recreation Management/Facilities

Job Description:

Project title: Sex differences in the cardiovascular and respiratory responses to postural transitions and exercise.

Cardiorespiratory & Physiology of Exercise Research Laboratory (CPER Lab).

We focus our efforts to improve people's well-being and quality of life. We are interested in research knowledge about how the cardiovascular and respiratory systems are regulated during orthostatic stress (postural transitions) and exercise. Our ultimate goal is to determine how sex, frailty, aging and chronic diseases play a role in cardiovascular and respiratory responses to implement interventions to preserve, maintain, or regain function and health. The knowledge provided by this type of research could be beneficial for the early detection of cardiovascular and respiratory impairments (dysfunction). The current study's purpose is to determine whether sex plays a role in the cardiovascular and respiratory responses to postural transitions and exercise. Cardiovascular responses will be measured by heart rate, blood pressure, oxygen consumption, carbon dioxide output, among others. The protocol will be based on the most performed activities of daily living, for example (i.e., lying to standing, sitting to standing, lying to sitting and walking).

Job Duties:

- Literature searches
- Assist with Ethics Application to the Ethics Review Board
- Assist with data collection, organization and quantitative data analysis
- Students who have not taken TCPS2 Tutorial Course on Research Ethics and the online PHIA training will be required to complete both at the beginning of their employment.

Competencies Gained:

Written Communication

- Summarize information appropriately with accurate grammar and spelling

Oral Communication

- Good flow to explain clearly and objectively ideas and concepts
- Ability to ask and answers questions as well as to instruct, educate, and provide feedback

Teamwork

- Respect, support, be patient and kind to others
- Work collaboratively in team-projects and tasks
- Provide positive and constructive feedback

- Care about the team and be open to listening to other ways of thinking and expression of opinions
- Learn from others, accept and share responsibilities

Leadership

- Take responsibilities to make decisions
- Show a positive attitude towards others and tasks
- Be and resilient

Planning and Organizing

- Actively apply organizational and planning skills to manage workload; pro-actively analyze of plans through reflection and completion

Analysis and Research

- Collection/Analysis of relevant primary project organized information in a logical flow.
- Gather relevant information and/or assist in carrying secondary data analysis in a logical manner
- Get involved in quantitative data analysis

Problem-solving skills

- Identify, resolve, and determine solutions to problems/issues using problem-solving strategies

Personal Management

- Effective management of priorities and time management to generate successful project outcomes
- Be an active learner, embrace new opportunities, and understand the importance in every job/task

Job Requirements:

1. Knowledge of Microsoft Office (Word and Excel) is required
2. Basic knowledge in Human Physiology and Exercise Physiology knowledge is an asset
3. Knowledge of the reference manager Mendeley is an asset.
4. Attention to details is essential
5. Desire to learn is fundamental
6. Ability to work independently and online

Salary: 15.00/hour

Research Assistant- Recreation Services

Job Description:

Research assistant required to become part of our research team supporting ongoing investigations related to the control of movement and force production in muscles of the upper limb, thorax and low back.

Job Duties:

Literature searching,
Communicating with participants (potential and enrolled),
Assisting with recruitment and/or screening of potential participants,
Assisting with data collection and analysis, and
Assisting with routine lab maintenance tasks (set-up and tear down of data collection materials, etc.).

Competencies Gained:

Written Communication

Condense information/produce concise summary notes accurately with correct grammar, punctuation and spelling.

Oral Communication

Ask and answer questions, clarify, and summarize what others are communicating. Provide clear explanations and directions while instructing, educating and providing feedback.

Teamwork

Demonstrate respect and care. Is open and supportive of the thoughts, opinions, and contributions of others.

Actively contribute to team projects/tasks; fulfils required roles, participates in discussion to improve effectiveness.

Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback.

Leadership

Accept responsibility for decisions and display a positive attitude and perseverance.

Planning and Organizing

Effectively apply organizing and planning skills to manage work.

Problem Solving Skills

Make decisions in accordance to accepted practices and guidelines

Analysis and Research

Gather relevant secondary data and organize information in a logical manner.

Collect primary data and/or assist in carrying out lab analysis.

Assist in the analysis of quantitative research.

Problem Solving Skills

Use problem solving strategies to identify and resolve problems, issues and determine solutions.

Personal Management

Embrace new opportunities, learn continuously, and identify importance in every job/task.

Anticipate the unexpected and respond quickly to sudden changes in circumstances.

Job Requirements:

Qualifications and skills:

Full-time student during the 2021-22 school year (9 credit hours each for Fall/Winter terms)

Returning to full-time study in Fall 2023

GPA of at least 2.0

Knowledge of human physiology and/or anatomy is an asset.

Knowledge of the reference manager Mendeley, is an asset.

Knowledge of Microsoft Office (Word and Excel) is required.

Excellent verbal and written communication and interpersonal skills required.

Ability to follow direction and work independently required.

Attention to detail is essential.

Students who have not taken TCPS2 Tutorial Course on Research Ethics and the online PHIA training will be required to complete both at the beginning of their employment.

Salary: 15.00

Research - Student Social Media Assistant – Office of the Vice-President (Research & International)

Job Description & Duties:

- Under the guidance of the Marketing Communications Office, the successful candidate will provide a student perspective to the UM's 'research' social media channels (at this time Twitter, but includes planned Instagram account)
- Maintain the UM student research voice, to be used consistently in all social media communications
- Draft strategy for accounts as needed, including building followers in stakeholder audiences
- Administer the 'research' social media channels, including Twitter and Instagram (planned to launch fall 2021)
- Attend campus events, shoot photographs and/or video and put together timely posts to go live on the social media channels
- Promote key university initiatives for research students on the social media channels
- Coordinate research student/faculty takeovers
- Respond to any comments or questions on the social media channels in a timely and professional manner
- Monitor research conversations on social media and join conversations where appropriate
- Attend weekly meetings with Marketing Communications Office staff to coordinate efforts and ensure a variety of events and initiatives are covered
- Maintain weekly office hours for reporting
- Track weekly social media metrics, coordinate data and prepare weekly reports
- Complete social media tasks remotely, working on campus and using mobile devices. Specific hours needing to be worked will change from week to week. Manage time and log hours worked/tasks throughout the week
- Report on remote time and hours

Competencies Gained:

Written communication:

-Adapt writing style in consideration of different audiences.

Teamwork:

- Actively contribute to team projects/tasks; fulfils required roles, participates in discussion to improve effectiveness.

Leadership:

- Models a strong desire to succeed by demonstrating adaptability to achieve goals.

Planning and organizing:

- Effectively apply organizing and planning skills to manage work.

Analysis and Research:

- Gather relevant secondary data and organize information in a logical manner.

Personal Management:

- Embrace new opportunities, learn continuously and identify importance in every job/task.

Other:

- Clear understanding of social media best practices for a large organization/business
- Social media reporting experience

Job Requirements:

Qualifications:

- Full time student in Fall and Winter terms - preference to students with undergraduate or graduate research experiences
- Canadian citizen, Permanent resident or refugee status
- Personally active on social media, must have experience with Twitter, Instagram, Facebook and Snapchat
- Good understanding of social media best practices and etiquette
- Strong written communication skills, excellent grammar and attention to detail
- Outgoing personality - must be comfortable approaching students and faculty
- Ability to work both independently and with a team
- Creative thinker with an eye for detail
- Highly visual creative interest with strong photography and video skills
- Ability to multi-task many small tasks at once
- Ability to represent UM in a polished and professional way
- Interest in pursuing a career in science communications, marketing and/or communication an asset

Other:

- Must be available after normal business hours
- Applicants may be required to provide a work sample
- Must have smart phone and/or wifi-enabled mobile device

Salary: \$11.95/hr

Office, Administrative and Clerical

Ooshka-Abe – Indigenous Student Centre

Job Description:

The Ooshka-abe will be responsible for assisting with the coordination and promotion of cultural and ceremonial events and outings, as well as acting as a student ambassador for Indigenous students at the U of M.

Job Duties:

They will take part in Ceremonies, outings and have knowledge in Spirituality and Indigenous Medicines. They will also assist with general duties that support the regular operation of the Indigenous Student Centre such as:

- welcoming students and visitors
- screening and directing calls
- scheduling appointments
- providing on campus and/or community referral/s
- booking rooms
- producing correspondence and documents
- assisting with events
- ensuring posting boards are up to date, etc

Competencies Gained:

Communication Skills

- Informing the Indigenous community (both internally and externally) about cultural events on campus
- Creating cultural content for social media.

Teamwork

- Working with others coordinating and executing cultural events on campus, including assisting facilitating virtual cultural gatherings.

Leadership

- Accepting responsibility for decisions that require a strong motivator (eg. planned events)
- Development of cultural capacity by engaging and participating in ceremonies, interacting with Elders, etc.

Job Requirements:

Be able to assist female/male Elders throughout various activities/ceremonies, as needed.

Be available to assist with Full Moon ceremonies on a monthly basis, including assisting facilitating virtual cultural gatherings.

Must have some knowledge of/experience with Traditional Indigenous ceremonies, protocols, medicines, etc.

Must be friendly, have excellent customer service and basic computer skills.

Must be a self-starter and able to work independently

Salary: \$15.00/hour

Development Assistant – St. Johns College

Job Description:

- The successful candidate will be responsible for working with database and fundraising software to maintain the accuracy of the database.
- Develop content to update the website.
- create powerpoint presentations as needed
- Create posters for special events
- Help organize, promote and execute various special events for alumni, students/faculty.
- general office duties such as photocopying, filing, mailings

Job Duties:

Written Communication

- Adapt writing style in consideration of different audiences.

Planning and Organizing

- Proactively plans and manages work; monitors results through to successfully complete plans.

Problem Solving

- Use problem-solving strategies to identify and resolve problems, issues and determine solutions.

Digital Technology Skills

- Performs basic computer tasks, such as creating documents, saving files, and sending emails.
- Ability to work on different social media platforms.

Presentation Skills

- Prepare and present advanced information with clarity with the ability to respond to questions in a timely manner.

Personal Management

- Embrace new opportunities, learn continuously, and identify the importance in every job/task.

Job Requirements:

- Good written and oral communication skills
- Proficiency in Microsoft Office (word, excel, etc.)
- Must have a pleasant manner
- Able to work with alumni and donors, respecting the confidentiality

Salary: \$12.00 - \$15.00

Assistant Awards Officer- Admissions/ Enrollment Services

Job Description & Duties:

- General clerical duties including filing, data entry, creating spreadsheets, and using office databases.
- Assisting the Awards Officers
- Duties may include replying emails to students and general public inquiries, answering phone inquiries to awards and student loan questions, processing student refund requests, helping with confirmation of enrolment submission through the National Student Loans Services Centre.

Competencies Gained:

Written Communication

- Condense information/produce concise summary notes accurately with correct grammar, punctuation and spelling.

Oral Communication

- Ask and answer questions, clarify, and summarize what others are communicating.
- Provide clear explanations and directions while instructing, educating and providing feedback.

Teamwork

- Demonstrate respect and care. Is open and supportive of the thoughts, opinions and contributions of others.

Planning and Organizing

- Effectively applying organizing and planning skills to manage work.
- Works effectively to complete deadlines when under pressure.
- Proactively plans and manages work; monitors results through to successfully complete plans.

Problem Solving Skills

- Use problem solving strategies to identify and resolve problems, issues and determine solutions.
- Recognizes inconsistencies in reasoning. Communicates with Coordinators to determine a solution and implementation plan.

Digital Technology Skills

- Performs basic computer tasks, such as creating documents, saving files, and sending email.

Personal Management

- Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace
- Embrace new opportunities, learn continuously, and identify importance in every job/task
- Anticipate the unexpected and respond quickly to sudden changes in circumstance.

Job Requirements:

- Provides excellent customer service
- Possess a strong attention to detail
- Proficiency in using computer and related office software (Word, Excel and Outlook)
- Conducts oneself in a positive and professional manner
- Demonstrates strong organizational and time management skills
- Ability to multitask and take direction from multiple sources

Salary: \$14.00/hour

Metis Inclusion Assistant- Office of the Vice President (Indigenous)

Job Description:

The Métis Inclusion Assistant will primarily work with the Métis Inclusion Coordinator and provide assistance in organizing meetings, developing project goals and creating events to enhance the support and celebration of Métis students. The description of Métis Inclusion can be found at http://umanitoba.ca/admin/indigenous_connect/Indigenous-Initiatives-Fund.html. The skills that will be practiced are effective communication, networking, sharing resources with students, active listening, interpersonal skill building, cultural learning and meeting planning and facilitation.

Job Duties:

- Create activities/events that support Métis students
- Assist with facilitation of meetings
- Contact other units on campus
- Develop initiatives to increase awareness and understanding of Métis cultures
- Facilitate group discussions
- Assist at Métis-focused cultural events for cross-cultural learning
- Participate in Indigenous Student Centre meetings and events

There may also be other duties as assigned.

Competencies Gained:

Written Communication

- Summarize meeting notes in a concise manner

Oral Communication

- Help facilitate group meetings in a friendly and clear manner
- Provide clear explanations while providing feedback, and
- Communicate with others in a variety of settings and methods (in person, email, group meetings)

Teamwork

- Demonstrate respect and care and be supportive of thoughts, opinions and contributions of others
- Accept and share responsibility

Leadership

- Accept responsibility for decisions and have a positive attitude
- Take initiative in leading and supporting students to achieve goals

Presentation Skills

- Present basic information to one or more people using appropriate resources and vocabulary

Personal Management

- Identify importance in every job/task and demonstrate professionalism.

Job Requirements:

- Applicants must have successfully completed a minimum of at least 18 credit hours
- Full time student during the 2021-2022 school year (9 credit hours each for fall/winter terms)
- Should have an interest in working with Indigenous students in all levels of study
- Must be organized and willing to co-facilitate some meetings
- Must be friendly, have excellent customer service and basic computer skills
- Must be a self-starter and able to work independently

Salary: \$15.00/hour

Student Administrative Assistant – Bison Football

Job Description:

The Bison Football Work-Study provides a unique learning experience working hand in hand with Bison Student Athletes. The successful candidate will learn teamwork in a competitive environment usually reserved for student athletes.

The following proposal outlines a series of tasks that would be assigned to a student for Work-Study with the Bison Football Program:

1. **Bison Football Filming**
 - Filming and editing of Bison Football practice
2. **Bison Football Training**
 - Bison Football offseason training requires assistance to track progress with different players under the direct supervision of our head Strength Coach, Cole Scheller
3. **Equipment**
 - Assist the equipment manager with season-end inventory, as well as disinfecting all equipment, which must be done in batches and is a time-consuming process.
4. **Recruit Touring**
 - When recruits come in for visits they are given a tour of the campus and the facility. This is a weekly task in the heavy recruiting season, which runs from January to April.
5. **Other duties as assigned**
 - Assorted miscellanea that arise throughout the year. Examples include cleaning overhead acetates, transporting field equipment to and from the turf practice fields, representing Bison football at off-campus events

Competencies Gained:

Oral Communication

- Ask and answer questions, clarify, and summarize what others are communicating.
- Provide clear explanations and directions while instructing, educating and providing feedback.

Leadership

- Take initiative in leading, self-initiative and motivation to develop individual skills or tasks to achieve goals.

Planning & Organizing

- Effectively apply organizing and planning skills to manage work.
- Proactively plans and manages work; monitors results through to successfully complete plans.

Analysis and Research

- Gather relevant secondary data and organize information in a logical manner

Problem Solving Skills

- Use problem solving strategies to identify and resolve problems, issues and determine solutions.

Digital Technology Skills

- Performs basic computer tasks, such as creating documents, saving files, and sending email.

Personal Management

- Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace.

Job Requirements:

- Planning and organizational skills
- Experience in coordinating projects
- Results-oriented.
- Assertive personality
- Responsible, reliable, trustworthy
- Pro-active and dynamic; excellent interpersonal skills

Salary: TBA

Experiential Learning Programs Assistant – Career Services

Job Description and Duties:

The successful candidate will work with the members of the Experiential Learning project team to provide project coordination and administrative support to ensure goals are met on time. The Programs Assistant will assist with the following:

Communications & Managing Information

- Recording and managing critical information flow in the form of meeting minutes.
- Assist in developing promotional, educational, and outreach materials and/or programs communicating experiential learning information and processes to various audiences.
- Assist in developing knowledge translation materials.
- Prepare written status reports summarizing activities, milestones, and outcomes/achievements.
- Manage the email for the experiential learning project.

Administration & Organization

- Organization and synthesis of information received from stakeholders necessary for the work.
- Tracking and follow-up of identified deliverables from key stakeholders within project deadlines.
- General administrative tasks (digital filing, document conversions)
- Assist in project planning and revising critical components of the project plan (communication, risk, schedule) as needed.

Specific or additional projects could be determined based on the needs of the project, and your interests/experience/skills.

Competencies Gained:

Written Communication

- Communicate effectively via email with supervisor and colleagues.
- Produce concise and grammatically correct summary notes and informational materials; Adapt writing style in consideration of different audiences.

Verbal Communication

- Ask and answer questions, clarify, and summarize what others are communicating.
- Communicate with others using a variety of communication strategies to negotiate, mediate, resolve difficult issues and sell ideas.

Teamwork

- Demonstrate respect and care and is open and supportive of the contributions of others.

- Accept and share responsibility - learning from constructive criticism and giving positive and constructive feedback.
- Actively contribute to team projects/tasks as needed by different team members.
- Participate in discussions to improve effectiveness.

Project Planning and Organizing

- Effectively apply organizing and planning skills to manage workload.

Problem Solving Skills

- Learn how to apply the scientific problem-solving method to identify and solve problems and determine solutions.
- Apply problem solving strategies to determine root cause of issues to ensure proper documentation and eliminate their repetition.

Digital Technology Skills

- Performs basic computer tasks, such as creating documents, saving files, and sending emails.
- Consume and disseminate information by leveraging Microsoft Planner, Teams, and Sharepoint.
- Demonstrate proficiency in utilizing Microsoft Office, Online Searches, and Data Entry.

Personal Management

- Embrace new opportunities, adopt continuous improvement mindset, and identify importance in every job/task.
- Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace.

Job Requirements:

Minimum Formal Education/Training Requirements

- Enrolled as a current student at the University of Manitoba (must be returning to academic studies in September 2021) and registered in a minimum of 18 credit hours
- Must be in good academic standing (minimum of 2.5 GPA)

Skills and Abilities

- Proficient use of intermediate Microsoft Office features, particularly with Microsoft Excel
- Good command of written communication (inclusive of grammar, punctuation, and spelling)
- Effective time management and organizational skills
- Effective meeting and record keeping skills

- Develop and maintain positive relationships with key stakeholders (including students, faculty, staff, administrators, volunteers, and community members) from a diversity of backgrounds
- Maintain privacy and confidentiality of all communications and records, according to PHIA/FIPPA regulations
- Work independently and be a motivated self-starter
- Work collaboratively as part of a team
- Solve problems effectively and make good decisions.
- Recognize opportunities and possibilities when encountering challenges or during change.
- A desire to join a dedicated team and work in a professional and confidential work environment.

Salary: 14.50/hour

Awards Project Assistant – Financial Aid and Awards

Job Description:

The Awards Project Assistant will provide administrative and financial coordination support for external student awards and other file management projects within Financial Aid and Awards. Suitable candidates will also provide support with partnership development and program facilitation. The Awards Project Assistant will work an average of 10 hours per week, ranging from 0-20 depending on programming.

Job Duties:

- Manages the UofMExternalAwards general email account.
- Collaborates with inter-department contacts to ensure all relevant information is being sent to the UofMExternalAwards general email account.
- Accepts all external award letters from students via email and in person drop off.
- Manages the records for all external award letters and student recipient information.
- Confirms student information for submission to the donor's payment portal.
- Request payment for external awards for student award disbursement.
- Collaborates with colleagues on payments of awards once received from external donors.
- Reconciles external award accounts on a monthly basis.
- Assists students by following up with funders or inter-department contacts about award payment inquiries.
- Responds to request from funders for additional student information.
- Prepares, distributes and collects external award account information.
- Responsible for supporting the External Awards programs.
- Obtains student information from Aurora Banner.
- Requests deferrals for students from the Registrars Office.
- Office filing management and reporting.

Competencies Gained:

- Written Communication:** Condense information/produce concise summary notes accurately with correct grammar, punctuation, and spelling. Write letters and reports that are logically structured and contain all relevant information. Adapt writing style in consideration of different audiences.
- Oral Communication:** Ask and answer questions, clarify, and summarize what others are communicating. Provide clear explanations and directions while instructing, educating, and providing feedback. Communicate with others using a variety of communication strategies to negotiate, mediate, resolve difficult issues. Adapt oral communication style in consideration of different audiences.
- Teamwork:** Demonstrate respect and care. Is open and supportive of the thoughts, opinions, and contributions of others. Actively contribute to team projects/tasks; fulfils required roles, participates in discussion to improve effectiveness. Accept and share responsibility. Learn from constructive criticism and give positive and constructive

feedback.

-Leadership: Accept responsibility for decisions and display a positive attitude and perseverance. Models a strong desire to succeed by demonstrating adaptability to achieve goals.

-Planning and Organizing: Effectively apply organizing and planning skills to manage work. Work effectively to complete deadlines when under pressure.

-Problem Solving Skills: Use problem solving strategies to identify and resolve problems, issues and determine solutions. Recognize inconsistencies in reasoning.

-Accounting: Able to carry out arithmetic operations/understand data. Reconcile financial data.

-Digital Technology Skills: Performs basic computer tasks, such as creating documents, saving files, and sending email.

-Presentation Skills: Prepare and present intermediate information with clarity with the ability to respond to questions in a timely manner using appropriate resources, vocabulary, and non-verbal language.

-Personal Management: Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace. Embrace new opportunities, learn continuously, and identify importance in every job/task. Anticipate the unexpected and respond quickly to sudden changes in circumstances.

Job Requirements:

AVAILABILITY

-The successful candidate must be available during Fall Term Break, Winter Term Break, between the hours of 8:30 AM - 4:30 PM, for approximately 10 hours per week.

MINIMUM FORMAL EDUCATION/TRAINING REQUIREMENTS

-Current enrollment as a full-time student at the University of Manitoba is required

-Must have satisfactory academic standing (minimum 2.0 GPA)

EXPERIENCE:

-Prior experience working in an office setting is an asset

-Prior experience in accounting is an asset

SKILLS & ABILITIES:

-Good organizational, troubleshooting, communication skills and pleasant disposition are essential.

-Beginner to intermediate level MS Office skills and data entry required.

-Must be able to prioritize tasks in a busy work setting with shifting priorities.

-Must be able to communicate effectively and diplomatically with a variety of people such as: students, co-workers, university administration, and the general public.

-Must be able to discern when a matter should be referred to a higher level of authority.

-Satisfactory work record, including satisfactory attendance and punctuality, is required.

Salary: \$14.00/hour

Awards Selection Assistant– Financial Aid and Awards

Job Duties:

We are hiring one (1) student for this position.

Duties:

- General clerical duties including filing, data entry, creating spreadsheets, and using office databases.
- More specifically, duties may include compiling award applications, helping in the preparation for award selection meetings, processing award selection forms, sorting documents, and updating files and computer records,
- Assisting the Awards Selection Coordinators and Awards Selection Assistant.

Competencies Gained:

Written Communication

- Condense information/produce concise summary notes accurately with correct grammar, punctuation and spelling.

Oral Communication

- Ask and answer questions, clarify, and summarize what others are communicating.
- Provide clear explanations and directions while instructing, educating and providing feedback.

Teamwork

- Demonstrate respect and care. Is open and supportive of the thoughts, opinions and contributions of others.

Planning and Organizing

- Effectively applying organizing and planning skills to manage work.
- Works effectively to complete deadlines when under pressure.
- Proactively plans and manages work; monitors results through to successfully complete plans.

Problem Solving Skills

- Use problem solving strategies to identify and resolve problems, issues and determine solutions.
- Recognizes inconsistencies in reasoning. Communicates with Coordinators to determine a solution and implementation plan.

Digital Technology Skills

- Performs basic computer tasks, such as creating documents, saving files, and sending email.

Personal Management

- Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace

- Embrace new opportunities, learn continuously, and identify importance in every job/task
- Anticipate the unexpected and respond quickly to sudden changes in circumstance.

Job Requirements:

- Provides excellent customer service
- Possess a strong attention to detail
- Proficiency in using computer and related office software (Word, Excel and Outlook)
- Conducts oneself in a positive and professional manner
- Demonstrates strong organizational and time management skills
- Ability to multitask and take direction from multiple sources

Salary: 14.00/hr

Student Receptionist – First Year Centre

Job Duties:

- Answer and direct telephone and email inquiries from students, staff and the public
- Advise students, within a range of knowledge and authority, on such matters as deadline dates, policies and procedures,
- registration questions, etc.
- Creation of appointments for staff within FYC
- Assist students with registration system difficulties and procedures
- Enter registration overrides on Aurora Self Service and INB according to faculty/university procedures
- Update information as necessary on student's records using INB and Aurora Student
- Assist students in completing university forms, such as permission forms, deferral forms etc.
- Retrieve student files for meetings with advisors and other staff, as necessary
- Liaise with other university departments/faculties to assist students with various concerns
- Provide members of the public with referrals to other University of Manitoba resources
- Maintain daily statistics for student contacts

Job Requirements:

- Completion of a high school or equivalent program of study in directly related applied office skills
- An acceptable combination of education and experience will be considered
- Must be current University of Manitoba student
- Demonstrate knowledge of the characteristics, needs and experiences of university students
- Employ culturally inclusive active listening techniques including paraphrasing, reflecting and asking open-ended questions for the purpose of clarity and rapport building
- Write clear and concise communications, including but not limited to emails, and reports
- Utilize appropriate technology to enhance communications and demonstrate adaptability in the face of fast-paced technological change, due to the remote working environment
- Contribute to a positive team culture within the unit, including working collaboratively with others and paying attention to how the team supports its' members
- Demonstrate empathy: perceive, evaluate and effectively respond to emotions in others; show sensitivity and understand others' perspectives

- Demonstrate adequate understanding of the complexity of elements important to members of another culture in relation to history, values, religion, politics, communication styles, economy, or beliefs and practices
- Use inclusive, respectful language in all communication
- Identify when and with whom to implement appropriate crisis management and intervention responses, including awareness of campus resources and processes
- Maintain an appropriate degree of confidentiality that follows applicable legal requirements, facilitates development of trusting relationships and recognizes when confidentiality should be broken to protect the student or others

Salary: \$16.00/hr

Student Office Assistant – Riddell Dean’s Office

Job Duties:

- Creates and maintains digital student files for the Dean's Office.
- Working with the new Advisor Notes and BDM (Banner Document Management) systems, moves files from current storage location to these new systems including cataloging, labeling, sorting and purging as required.
- Maintains database for student information (appointments, deferred exam, etc.).
- Ensures advisors have all relevant documents prior to student appointments, (emails student file and student histories).
- Uses AURORA Student to check on students' status; sends student information via hard copy or email, as directed by student advisor.
- Refers students to advisors as required and advises students within a range of knowledge/authority.
- Serves as backup to receptionist for the Dean's Office. Receive visitors, answers main phone line, provides information within a range of knowledge/authority to students, staff, and public sector or refers to appropriate personnel.
- Checks voicemail on Dean's Office main phone line regularly and responds to each call. Messages for Dean's Office staff are recorded providing the recipient with the name, phone number, date of call, and the nature of the request/message.

Other duties as assigned

Competencies Gained:

- Communicate with others using a variety of communication strategies to negotiate, mediate, and resolve difficult issues.
- Ask and answer questions, clarify, and summarize what others are communicating.
- Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback.
- Effectively apply organizing and planning skills to manage work.
- Performs basic computer tasks, such as creating documents, saving files, and sending email.
- Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace.

Job Requirements:

- Experience in a computerized office environment is preferred.
- Must be proficient in using computers and software such as Microsoft Word, Excel, and email.

- Excellent, clear and tactful communication skills both verbal and written required in order to interact effectively with faculty, support staff and students.
- Efficient and effective work ethic.
- Ability to work with all levels of staff, students, parents, alumni and the general public.

Salary: \$13/hr plus 4% vacation

CEL Program Assistant – Service Learning

Job Description:

The CEL Program Assistant will provide administrative and coordination support for student programs in community engaged learning. Suitable candidates will provide support with partner engagement and program facilitation for the Land and Water: Land-Based Education program, which helps participants learn about Indigenous peoples' enduring relationships to land and place, explore their role in protecting land and water, and meet other young people committed to climate action.

The Program Assistant will work an average of 10 hours per week, ranging from 0-20 hours per week depending on programming.

Job Duties:

Program Promotion and Communications

- Liaise with students, staff, and faculty to promote, recruit for, coordinate, and assess student programming
- Liaise with community partners and external vendors to coordinate programs
- Liaise between postsecondary and community participants and the CEL Coordinator
- Develop, distribute, and display promotional materials
- Assist with promotions through newsletters, social media, the CEL website, UM Today, class talks, etc.

Program Development and Facilitation

- Assist with partnership development, including outreach to Indigenous knowledge-holders, grassroots community groups, community organizations, student groups, and other campus partners
- Carry out partner recognition initiatives
- Participate in planning meetings
- Write the final program report
- Inventory and manage all program resources and supplies

Program Coordination

- Maintain and moderate program platforms, including social media
- Maintain digital and physical filing system for student and program data, program resources, and other documents
- Digitize and archive minutes, feedback, program resources, and other materials
- Assist in maintaining fiscal responsibility by staying under budget for all logistics

Student Participant Management

- With the CEL Coordinator, research, develop and implement a robust student engagement strategy
- Assist with orientation and training
- Manage student schedules and communications
- Maintain and properly store student records, including security checks
- Manage all student recognition initiatives, including Co-Curricular Record recognition

Other duties may be assigned as needed or to reflect the successful candidate's skills and abilities.

Competencies Gained:

ORAL COMMUNICATION

- Communicate with others using a variety of communication strategies to negotiate, mediate, resolve difficult issues and sell ideas.

TEAMWORK

- Demonstrate respect and care. Is open and supportive of the thoughts, opinions, and contributions of others.
- Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback.

LEADERSHIP

- Take initiative in leading, supporting and motivating others in developing individual skills or tasks to achieve goals.

PLANNING AND ORGANIZING

- Effectively apply organizing and planning skills to manage work.

PROBLEM SOLVING SKILLS

- Makes decisions in situations that fall outside established guidelines or where the choice among options is less obvious.

ANALYSIS AND RESEARCH

- Gather relevant secondary data and organize information in a logical manner.

PRESENTATION SKILLS

- Facilitate interactive presentations customized to the interests and needs of the audience.

PERSONAL MANAGEMENT

- Embrace new opportunities, learn continuously, and identify importance in every job/task.
- Anticipate the unexpected and respond quickly to sudden changes in circumstances.

Job Requirements:

First Nations, Métis, and Inuit candidates will be prioritized for this position.

Availability

The successful candidate must be available during evenings and weekends.

Minimum Formal Education/Training Requirements

- Current enrollment as a full-time student at the University of Manitoba is required
- Must have satisfactory academic standing (minimum 2.0 GPA)

Experience

- Demonstrated knowledge and experience working with Indigenous communities or organizations is required
- Demonstrated experience with student programming is required
- Prior experience planning and organizing events is strongly preferred
- Prior experience planning and facilitating outdoor education, land-based education, or Indigenous programming is strongly preferred
- Prior experience working in an office setting is an asset
- Prior experience with Community Engaged Learning programs is an asset

Skills

- Excellent problem solving and conflict resolution skills are required
- Excellent oral and written communication skills are required
- Excellent risk management skills are required
- Strong time management skills are required
- Strong record-keeping and organizational skills required
- Demonstrated event/program planning ability is preferred
- Proficiency in using Microsoft Teams and Zoom is required
- Proficiency in using intermediate features with a Microsoft 365, including Word, Excel, and PowerPoint, is required
- Proficiency with Facebook, Instagram, and What's App is required
- Proficiency with Canva is required
- Proficiency in using both Apple and Windows operating systems is required

Abilities

- Work effectively with students, staff, faculty, and community members of diverse educational, age, racial, ethnic, and cultural backgrounds
- Quickly establish strong and personal rapport with fellow students
- Ability to empathize and interact patiently with fellow students
- Maintain privacy and confidentiality with respect to all communications and records to the extent protected under the law and statements of ethical practice
- Develop and maintain proactive relationships with all key constituents including students, faculty, and staff, administrators, team members, sponsors and members of the community
- Manage multiple priorities with competing deadlines
- Work independently, showing self-motivation and initiative
- Work cooperatively as part of a team
- Assess situations and determine appropriate action
- Ability to work remotely, including access to a reliable Internet connection and dedicated workspace, is required
- Access to a reliable vehicle is an asset

Salary:

CEL Student Office Assistant – Service Learning

Job Description:

The Community Engaged Learning (CEL) Student Office Assistant will provide administrative and coordination support for CEL initiatives at the discretion of the CEL Coordinator. They will also provide support with CEL partnership and resource development, as well as CEL programme planning and programme facilitation.

Within the CEL Student Office Assistant's tasks, a focus will be placed on the Poverty Awareness & Community Action (PACA) programme. The CEL Student Office Assistant will maintain contact, and work closely throughout the year, with Lived Experience Experts (LEEs) and a group of Advocates from this year's PACA Summer Programme.

The CEL Student Office Assistant will work an average of 10 hours per week, ranging from 0-20 depending on programming.

Job Duties:

- Programme Development and Facilitation
 - The CEL Student Office Assistant will research community advocacy training models and best practices.
 - They will assist with partnership development, including outreach to grassroots community groups, community organizations, student groups, UMSU, GSA, and other campus partners.
 - They will carry out partner recognition initiatives.
 - They will participate in planning meetings.
 - They will develop, with the CEL Coordinator, an online community advocacy training programme for a mixed audience of UM students and community member.
 - They will develop, with the CEL Coordinator, online poverty awareness workshops.
 - They will manage email, social media, and phone communications with volunteers, including a monthly newsletter.
 - They will take inventory of, and manage, all programme resources and supplies.
 - They will manage volunteer support and the delivery of supplies.
 - They will write the final programme report.
- Programme Promotion and Communications
 - The CEL Student Office Assistant will liaise with students, staff, and faculty to promote, recruit for, coordinate, and assess student programming.
 - They will liaise with conference presenters, community partners, and external vendors to coordinate programmes.

- They will liaise between postsecondary participants and CEL Coordinator.
- They will develop, distribute, and display promotional materials.
- They will assist with promotions through newsletters, social media, the CEL website, UM Today, etc.
- Programme Coordination
 - The CEL Student Office Assistant will maintain and moderate programme platforms, including social media.
 - They will maintain digital and physical filing systems for student and programme data, programme resources, and other documents.
 - They will digitize and archive minutes, feedback, programme resources, and other materials.
 - They will assist in maintaining fiscal responsibility by staying under-budget for all logistics.
- Student Participant Management
 - The CEL Student Office Assistant, with the CEL Coordinator, will research, develop, and implement a student engagement strategy.
 - They will assist with orientation and training.
 - They will manage student schedules and communications.
 - They will maintain and properly store student records, including security checks.
 - They will manage all student recognition initiatives, including Co-Curricular Record (CCR) recognition.

Other duties may be assigned as needed or to reflect the CEL Student Office Assistant's skills and abilities.

Competencies Gained:

Oral Communication

- The CEL Student Office Assistant will communicate with others, using a variety of communication strategies to negotiate, mediate, and resolve difficult issues, and sell ideas.

Teamwork

- The CEL Student Office Assistant will demonstrate respect and care. They will be open and supportive of the thoughts, opinions, and contributions of others.
- They will accept and share responsibility. They will learn from constructive criticism and give positive and constructive feedback.

Leadership

- The CEL Student Office Assistant will take initiative in leading, supporting, and motivating others in developing individual skills or tasks to achieve goals.

Planning and Organising

- The CEL Student Office Assistant will effectively apply organizing and planning skills to manage work.

Problem Solving Skills

- The CEL Student Office Assistant will make decisions in situations that fall outside established guidelines or where the choice among options is less obvious.

Analysis and Research

- The CEL Student Office Assistant will gather relevant secondary data and organize information in a logical manner.

Presentation Skills

- The CEL Student Office Assistant will facilitate interactive presentations, customized to the interests, and needs of the audience.

Personal Management

- The CEL Student Office Assistant will embrace new opportunities, learn continuously, and identify importance in every job/task.
- The CEL Student Office Assistant will anticipate the unexpected and respond quickly to sudden changes in circumstances.

Job Requirements:

Job Requirements:

Availability

- The CEL Student Office Assistant must be available during the evenings and on weekends.

Education

- The CEL Student Office Assistant must have previous or ongoing education and training in a related field.
 - (e.g.: Social Work, Education, Counselling, Peace and Conflict Studies, Community Development, or Native Studies.)
- Current enrollment as a full-time student at the University of Manitoba is required.
- A satisfactory academic standing is required.
 - (i.e.: minimum 2.0 GPA.)

Experience

- The CEL Student Office Assistant must have experience working with people facing stigma and discrimination.
- Experience with student programming is required.
- Lived experience with poverty and advocacy is preferred.

- Experience planning and organising events is preferred.
- Experience developing and facilitating workshops is preferred.
- Previous experience working in an office environment is preferred.
- Experience conducting a literature review is an asset.
- Experience with Community Engaged Learning (CEL) programmes is an asset.

Skills

- The CEL Student Office Assistant must have excellent oral and written communication skills.
- Excellent problem-solving and conflict-resolution skills are required.
- Excellent risk-management skills are required.
- Strong time-management skills are required.
- Strong record-keeping skills are required.
- Proficiency using intermediate features in Microsoft 365 is required.
 - (e.g.: Excel, Planer, PowerPoint, Teams, Word, etc.)
- Proficiency using Facebook and Instagram is required.
- Proficiency using Canva is required.
- Proficiency using both apple and Windows operating systems is required.

Abilities

- The CEL Student Office Assistant must have the ability to work effectively with students, staff, faculty, and community members of diverse educational, age, racial, ethnic, and cultural backgrounds.
- The ability quickly strong and personal rapport with fellow students is required.
- The ability to empathize and interact patiently with fellow students is required.
- The ability to maintain privacy and confidentiality with respect to all communications and records to the extent protected under the law and statements of ethical practice is required.
- The ability to develop and maintain proactive relationships with all key constituents, including students, faculty, staff, administrators, team members, sponsors, and members of the community is required.
- The ability to manage multiple priorities with competing deadlines is required.
- The ability to work independently, showing self-motivation, and initiative is required.
- The ability to work remotely, including access to a reliable internet connection and dedicated workspace is required.
- A driver's license and access to a reliable vehicle is an asset.

Salary: \$16.00 per hour

Co-Curricular Record Program Ambassador – Student Life

Job Description:

The Co-Curricular Record (CCR) Program Ambassador supports the administration of the current University of Manitoba CCR program. The CCR is an official document that summarizes each student's participation in university-approved activities that aren't for academic credit. A key focus of this position involves outreach to and regular contact with co-curricular programs and groups (such as student groups) and supporting groups through the application process in order to expand the database of recognized opportunities. Efforts may also be focused on fielding students' question about use of the CCR / Experiential Record, and the recognition / validation process. Finally, this position is responsible for creating year-end program reports, documenting the successes and challenges in a program that year. Specific program(s) and initiative(s) will be determined by need, but additionally informed by the interests, experience, and skill of the successful candidate.

Job Duties:

Communications & Managing Information (50%):

- Assist in keeping student Co-Curricular Records up to date and accurate
- Assist in the delivery of the communications strategy targeting student group executives, staff, faculty and appropriate stakeholders regarding the Co-Curricular Record, including outreach to programs and groups on campus, and the creation of support documentation for various user groups
- Provide training sessions for students, staff and faculty on how to use the Co-Curricular Module in CareerConnect, and how to submit required Co-Curricular Record documents.
- Attend events and promote the Student Life office and Student Life programs

Direct student / student group support (30%)

- Respond to student / student group / stakeholder questions about the CCR, including CCR recognition requirements, and the recognition / validation process
- Communicate deadlines for program-related updates / reflections
- Regularly communicate with participants and other staff about questions, concerns and/or challenges with the program

Administrative & Organization (20%)

- Creating archived CCRs (covering activities from 2012-2020) for students
- Managing and keeping accurate records of students in CCR-recognized programs
- Managing and keeping accurate reporting records

Other duties as assigned.

Specific or additional projects could be determined based on interests / experience / skill.

Note that some evening and weekend work may be required.

Competencies Gained:

Problem Solving

- Use problem solving strategies to identify and resolve problems, issues and determine solutions.

Digital Technology Skills

- Perform basic computer tasks, such as creating documents, saving files, and sending email.

Written Communication

- Condense information/produce concise summary notes, write letters and reports that are logically structured, and adapt writing style in consideration of audience.

Planning and Organizing

- Effectively apply organizing and planning skills to manage work, work effectively to complete tasks and meet deadlines, proactively plan and manage work.

Personal Management

- Embrace new opportunities and learn continuously

Verbal Communication

- Ask and answer questions, clarify, and summarize what others are communicating.
- Prepare and present advanced information with clarity with the ability to respond to questions in a timely manner.

Analysis and Research

- Gather relevant data and organize information in a logical manner

Job Requirements:

Minimum Formal Education/Training Requirements

- Enrolled as a current student at the University of Manitoba and registered in a minimum of 18 credit hours. First and second year students are highly encouraged to apply.
- Must be in good academic standing (minimum of 2.5 GPA)

Experience

- Previous experience with University of Manitoba student groups is an asset
- Previous experience working in a clerical/office setting is an asset

Skills

- Exceptional interpersonal and customer service skills
- Proficient use of intermediate Microsoft Office features, particularly with Microsoft Excel
- Excellent verbal and written communication skills
- Effective time management and organizational skills
- Effective meeting and record keeping skills

Abilities

- Manage multiple priorities with competing deadlines
- Develop and maintain positive relationships with key stakeholders (including students, faculty, staff, administrators, volunteers, and community members) from a diversity of backgrounds
- Maintain privacy and confidentiality of all communications and records, to the extent protected under the law and statements of ethical practice
- Work independently and be a motivated self-starter
- Work collaboratively as part of a team
- Solve problems effectively, make good decisions, and empower others to do the same
- Recognize opportunity and possibilities when encountering challenges or during change
- Be an exemplary student leader among student leaders, and represent the University of Manitoba with the highest level of professionalism at all times

Salary: \$13-14 per hour

Marketing, Promotion, and Events

Art Room Monitor – Faculty of Education

Job Description:

The Faculty of Education, Department of Curriculum, Teaching and Learning is currently looking for a self-motivated individual to monitor the art room in the Education building

Job Duties:

The duties for this position are:

- create or update the database of art supplies
- monitor the supply of consumable materials and alert faculty or the department head when supplies are low so more can be ordered
- organize and maintain the art room so all equipment and materials are stored safely
- work with art education faculty to determine priorities for future art room purchases.

Competencies Gained:

WRITTEN COMMUNICATION

- Condense information/produce concise summary notes accurately with correct grammar, punctuation and spelling.

ORAL COMMUNICATION

- Ask and answer questions, clarify, and summarize what others are communicating.
- Provide clear explanations and directions while instructing, educating and providing feedback.
- Communicate with others using a variety of communication strategies to negotiate, mediate, resolve difficult issues and sell ideas.

PLANNING AND ORGANIZING

- Effectively apply organizing and planning skills to manage work.
- Work effectively to complete deadlines when under pressure.
- Proactively plans and manages work; monitors results through to successfully complete plans.

DIGITAL TECHNOLOGY SKILLS

- Performs basic computer tasks, such as creating documents, saving files, and sending email.

PERSONAL MANAGEMENT

- Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace.
- Embrace new opportunities, learn continuously, and identify importance in every job/task.
- Anticipate the unexpected and respond quickly to sudden changes in circumstances.

Job Requirements:

The preferred applicant will be a student in the Faculty of Education.

Salary: \$12/hr plus 6% vacation pay

Health Sciences Special Project Assistant – Rady Faculty of Health Sciences

Job Description & Duties:

The student will execute ~8 virtual interviews with selected alumni of Rady Faculty of Health Sciences graduate programs, mainly following pre-set questions about their experiences as a graduate student and in their current career. For each interview, the student will prepare a written summary of responses and draft a compelling mini-report (250-400 words) to be released on the faculty's social media pages.

Specific duties/responsibilities

- Contact alumni to request a 30min virtual interview
- Schedule interviews using Microsoft Teams calendar invitations
- Obtain signatures on prepared document, consenting to intended use of information provided in the interview
- Conduct and record the virtual interviews, asking pre-planned questions and expanding in related directions if relevant
- Provide a written summary of responses
- Draft 250-400 word "Alumni Stories", each a compelling narrative describing the career journey and current professional endeavors of the featured alumnus/alumna

Competencies Gained:

1. Oral Communication - Ask and answer questions, clarify, and summarize what others are communicating
2. Written Communication - Condense information/produce concise summary notes accurately with correct grammar, punctuation, and spelling
3. Teamwork - Actively contribute to team projects/tasks; fulfil required roles, participate in discussion to improve effectiveness
4. Planning and Organizing - Effectively apply organizing and planning skills to manage work
5. Digital Technology Skills - Perform basic computer tasks, such as creating documents, saving files, scheduling meetings, and sending emails

Job Requirements:

- Must be currently enrolled in a science-related degree program (undergraduate or graduate)
- Strong interpersonal skills are required
- Excellent written and oral communication skills are required (including the ability to ask and answer questions, to write clearly and concisely, and to construct a compelling narrative)

- Prior scientific communication experience is an asset
- Proficient in Microsoft Office (esp. Word, Teams, Outlook) or willing to learn

Salary: \$12/hr

Communications Assistant - Engineering

Job Description & Duties:

Reporting to the Communications and Alumni Relations Specialist, the Communications Assistant will:

- Prepare and maintain content for the faculty website, including engaging with researchers to attain website content materials
- Assist in developing promotional and outreach materials for external audiences
- Assist in preparing and publishing social media content that supports increased online community engagement
- Assist in researching, writing and editing UM Today stories to highlight the Faculty
- Track weekly social media metrics, coordinate data, and prepare reports
- Assist with planning and executing special events, virtual or otherwise, for the purposes of Alumni Relations and Friends of Engineering

Competencies Gained:

Written Communication

- Produce professional, clear, and grammatically marketing copy for informational and promotional materials; Adapt writing style in consideration of different audiences

Teamwork

- Actively contribute to team projects/tasks; fulfils required roles, participates in discussion to improve effectiveness.

Planning and Organizing

- Effectively apply organizing and planning skills to independently prioritize and manage work

Personal Management

- Create individual time management schedule, embrace new opportunities, learn continuously, and identify the importance in every job/task

Job Requirements:

Job Requirements

- Experience in copy writing, promotions and/or external communications materials for public use is required
- Strong written communication skills, excellent grammar, and attention to detail
- Good understanding of social media best practices and etiquette
- Effective time management, prioritization, and organizational skills
- Versatile and competent in working either independently or as part of a team
- Proficiency with Windows Microsoft Office suite of programs (i.e., Word and Excel)
- Competency in Adobe programs including InDesign and Photoshop or related software an asset
- Ability to represent the Price Faculty of Engineering and the University of Manitoba in a polished and professional way

Salary: \$15.00/hour

Position Selected ~~Recreation Services Program Assistant~~

~~Recreation Services~~

Job Description & Duties:

- Must be highly visible and approachable, proactively ready to greet, meet, or help a member at any time
- Ability to communicate effectively and professionally with prospective and new members to nurture new membership leads
- Must be able to remember a vast range of information on the different Recreation Services products and be able to communicate this information during promotions and special events.
- Sell memberships by professionally and enthusiastically presenting University of Manitoba Recreation Services features, benefits, services, programs and fees to potential members in an honest, welcoming and service-oriented manner.
- Assists with member and program participant's on-boarding into their membership options and programs.
- Ability to problem solve and handle customer questions and complaints.
- Ability to work independently during slower times or work as a team during the busy hours.
- Provide group and individual facility tours to new members and promote membership benefits to them.
- Do other duties as assigned.

Competencies Gained:

Written Communication

- Write letters and reports that are logically structured and contain all relevant information.

Oral Communication

- Communicate with others using a variety of communication strategies to negotiate, mediate, resolve difficult issues and sell ideas.

Teamwork

- Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback.

Leadership

- Take initiative in leading, supporting and motivating others in developing individual skills or tasks to achieve goals.

Personal Management

- Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace.
- Embrace new opportunities, learn continuously, and identify importance in every job/task.
- Anticipate the unexpected and respond quickly to sudden changes in circumstances.

Job Requirements:

- Ability to communicate effectively and professionally with prospective members and new members
- Promote memberships and programs to new clients
- Learn about different Recreation Services products and be able to communicate this information during promotion and special events.
- Ability to work independently and as a team
- Ability to multitask and stay organized with daily tasks while also completing projects.
- Minimum 1-year experience working in an office setting with administrative and clerical duties preferred.
- Minimum 1-year experience in customer service.
- Minimum 1-year experience working in a fitness and recreation setting, preferably within a campus setting.

Start Date: 09/07/2021

End Date: 04/30/2022

Salary: \$15.90 per hour (20hrs/wk)

Position Selected ~~Indigenous Events Assistant – Indigenous Engagement and Communications~~

Job Description:

The Indigenous Events Assistant will provide administrative and coordination support to the Conference and Events Manager, Indigenous Engagement. This position will assist with events hosted by Indigenous Engagement (IE), the Indigenous Student Centre (ISC) the National Centre for Truth and Reconciliation (NCTR). The Programs Assistant will work an average of 6 hours per week, ranging from 0-20 depending on event schedules.

Job Duties:

Event Promotion and Communications

- Assist with the coordination of logistical needs for events, including organizing virtual platforms, room bookings, catering, transportation, audio-visual equipment, supplies, etc.
- Respond to event registrations and questions
- Liaise with students, staff, and faculty to promote events hosted by IE, ISC, NCTR.
- Liaise between volunteers and Events Manager
- Assist with preparing information for promotional materials for event related communications
- Identify and share relevant community events
- Participate in planning meetings/committees
- Prepare event data for final report
- Inventory and manage all program resources and supplies
- Other duties may be assigned as needed or to reflect the successful candidate's skills and abilities.

Competencies Gained:

ORAL COMMUNICATION

- Communicate with others using a variety of communication strategies to negotiate, mediate, resolve difficult issues and sell ideas.

TEAMWORK

- Demonstrate respect and care. Is open and supportive of the thoughts, opinions, and contributions of others.
- Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback.

LEADERSHIP

- Take initiative in leading, supporting and motivating others in developing individual skills or tasks to achieve goals.

PLANNING AND ORGANIZING

- Effectively apply organizing and planning skills to manage work.

PROBLEM SOLVING SKILLS

- Makes decisions in situations that fall outside established guidelines or where the choice among options is less obvious.

ANALYSIS AND RESEARCH

- Gather relevant background information and organize information in a logical manner.

PRESENTATION SKILLS

- Facilitate presentations to event volunteers.

PERSONAL MANAGEMENT

- Embrace new opportunities, learning opportunities and teachings.
- Ability to adapt to evolving plans.

Job Requirements:

Candidate must self-identify as Indigenous - First Nations (status or non-status), Métis, or Inuit

Availability

The successful candidate must be available during Fall Term Break, occasional evenings, and occasional weekends.

Minimum Formal Education/Training Requirements

- Current enrollment as a full-time student at the University of Manitoba is required
- Education or training in a relevant discipline is strongly preferred, e.g., Native Studies, Social Work, Education
- Must have satisfactory academic standing (minimum 2.0 GPA)

Experience

- Demonstrated experience with community events, or other relevant programming is required
- Education, training, or experience working with Indigenous grassroots groups or community organizations is strongly preferred
- Lived experience, knowledge, and competency with Indigenous cultures, history, and community protocols is strongly preferred
- Prior experience working in an office setting is an asset
- Excellent problem solving and conflict resolution skills are required
- Excellent oral and written communication skills are required
- Excellent risk management skills are required
- Strong time management skills are required
- Strong record-keeping and organizational skills required

- Proficiency in using intermediate features with a Microsoft Office Suite, including Word, Excel, and PowerPoint, is required
- Proficiency in using both Apple and Windows operating systems is preferred

Abilities

- Work effectively with students, staff, faculty, and community members of diverse educational, age, racial, ethnic, and cultural backgrounds
- Quickly establish strong and personal rapport with Indigenous community partners
- Empathize and interact patiently with postsecondary participants and youth
- Maintain privacy and confidentiality with respect to all communications and records to the extent protected under the law and statements of ethical practice
- Develop and maintain proactive relationships with all key constituents including students, faculty, and staff, administrators, team members, sponsors and members of the community
- Manage multiple priorities with competing deadlines
- Work independently, showing self-motivation and initiative
- Work cooperatively as part of a team
- Assess situations and determine appropriate action
- Fluency in a local Indigenous language, such as Ojibwe, Cree, Michif, or Oji-Cee is an asset
- Spend up to 3 hours standing or walking and lift up to 20lbs
- Ability to work remotely, including access to a reliable Internet connection and dedicated workspace, is required

Salary: \$15/hour

CEL Communications Officer – Service Learning

Job Description:

The CEL Communications Officer will provide support with graphic design, copywriting, social media management, and program promotion.

Job Duties:

Graphic Design

- Use Adobe Photoshop, InDesign, and Canva to create print and digital promotional materials, such as templates, posters, postcards, business cards and social media tiles
- Use Microsoft PowerPoint to create promotional slideshows
- Assist with newsletter and form design

Copywriting and Social Media Management

- Use Microsoft Word and Wordpress to write and post promotional articles
- Use Mailchimp to create and send monthly newsletters
- Write and post to social media on a regular schedule, e.g., Facebook, Instagram, Twitter
- Research and develop how-to guides and resources for students

Program Promotion

- Prepare and present class talks, info sessions, and other small presentations
- Prepare and staff promotional tabling opportunities
- Distribute and display promotional materials, including posterings

The Marketing and Communications Assistant may also support promotional efforts through photography, videography and web administration based on their skillset and experience

Competencies Gained:

WRITTEN COMMUNICATION

- Write emails, articles and social media posts that are logically structured, contain all relevant information and use correct grammar, punctuation and spelling.
- Adapt writing style in consideration of different audiences.

ORAL COMMUNICATION

- Ask and answer questions, clarify, and summarize what others are communicating.
- Communicate with others using a variety of communication strategies to sell ideas.

PLANNING AND ORGANIZING

- Effectively apply organizing and planning skills to manage work.
- Work effectively to complete deadlines when under pressure.

- Proactively plans and manages work; monitors results through to successfully complete plans.

PROBLEM-SOLVING SKILLS

- Make decisions in accordance with accepted practices and guidelines.
- Use problem-solving strategies to identify and resolve problems and determine solutions.

DIGITAL TECHNOLOGY SKILLS

- Design promotional materials, forms, social media posts and web pages using a variety of word processing, design and publishing software.

PRESENTATION SKILLS

- Facilitate presentations customized to the interests and needs of the audience.

Job Requirements:

Minimum Formal Education/Training Requirements

- Enrolled as a full-time student at the University of Manitoba
- Must have satisfactory academic standing (minimum 2.0 GPA)

Experience

- Training or demonstrated experience in graphic design is required
- Training or experience in marketing, communications or promotions is required
- Training or experience in videography is preferred
- One year of experience working in an office setting is preferred
- Prior experience with Community Engaged Learning programs is preferred

Skills

- Exceptional organizational and file management skills are required
- Exceptional time management skills are required
- Excellent oral and written communication skills are required
- Exceptional keyboarding and proof-reading skills with a high attention to detail are required
- Intermediate word processing and graphic design skills are required
- Strong problem solving and conflict resolution skills are strongly preferred
- Proficiency in using Microsoft Teams and Zoom is required
- Proficiency in using intermediate features with a Microsoft Office Suite, including Word, Excel, and PowerPoint, is required
- Proficiency with Facebook and Instagram is required
- Proficiency in using both Apple and Windows operating systems is required

- Proficiency with Adobe Photoshop and InDesign, Microsoft Word, and PowerPoint are required. Proficiency with Canva and Google Docs and Slides is an asset.

Abilities

- Work effectively with students, staff, faculty and community members of diverse educational, age, racial, ethnic and cultural backgrounds
- Maintain privacy and confidentiality with respect to all communications and records to the extent protected under the law and statements of ethical practice
- Develop and maintain proactive relationships with all key constituents including students, faculty and staff, administrators, team members, sponsors and members of the community
- Manage multiple priorities with competing deadlines
- Work independently, showing self-motivation and initiative
- Work cooperatively as part of a team
- Assess situations and determine appropriate action

Other Job-Related Qualifications that may be preferred

- High level of commitment to the University of Manitoba community, its Strategic Planning Framework, and to the mission of Student Affairs
- An understanding of the needs of the University of Manitoba student body
- Experience at the University of Manitoba and Student Affairs offices and resources
- Completion of a FIPPA and PHIA training program
- Completion of Red Dot training program (website management)

Salary: \$16 per hour

Student Engagement and Success Social Media Assistant – Student Engagement and Success

Job Duties:

Social Media Content: 90%

Under the guidance of the Outreach Specialist, the successful candidate will provide a student perspective to the Student Engagement and Success 'student' social media channels

Maintain the student voice on social media communications

Draft strategy for accounts as needed

Administer primarily the First Year Centre Instagram account for students new to UM, and other social media platforms and channels as needed.

Attend campus events, shoot photographs and/or video and put together timely posts to go live on the social media channels

Promote key university initiatives and timely resources for first year students on the social media channels

Coordinate student takeovers

Respond to any comments or questions on the social media channels in a timely and professional manner

Monitor student conversations on social media and join conversations where appropriate

Attend weekly meetings with Marketing Communications Office staff to coordinate efforts and ensure a variety of events and initiatives are covered

Maintain weekly office hours for reporting

Track weekly social media metrics, coordinate data and prepare weekly reports

Complete social media tasks remotely, working on campus and using mobile devices. Specific hours needing to be worked will change from week to week.

Manage time and log hours worked/tasks throughout the week

Report on remote time and hours.

Other 10%

There are other projects and programs constantly developed within Student Engagement and Success. Support in the form of insight, integration, development, etc. may be asked

Performs other duties as assigned

Competencies Gained:

SKILLS and ABILITIES:

Personally active on social media, must have experience with Facebook, Twitter, Instagram and Snapchat

Good understanding of social media best practices and etiquette

Strong written communication skills, excellent grammar, and attention to detail

Outgoing personality - must be comfortable approaching students and staff

Ability to work both independently and with a team

Creative thinker with an eye for detail

Highly visual creative interest with strong photography and video skills

Ability to multi-task many small tasks at once

Ability to represent the Student Engagement and Success, and the University of Manitoba, in a polished and professional way

Job Requirements:

MINIMUM FORMAL EDUCATION/EXPERIENCE/TRAINING REQUIRED:

Current student enrolled at the University of Manitoba or a recent graduate

A keen interest in helping students and learning

about Student Affairs and its departments through University of Manitoba website.

Proficiency with Facebook, Twitter, Instagram and Snapchat

Proficiency in Microsoft Office 365 software suite with emphasis on Excel, Word, Teams and Outlook

Proficiency in Adobe InDesign, Photoshop, and/or Dreamweaver (or similar software) an asset

Experience working with diverse stakeholder groups is an asset

Salary: TBA

Position Selected ~~Indigenous Social Media Assistant~~ ~~Indigenous Engagement and Communications~~

Job Description:

The Indigenous Social Media Assistant will work with the Indigenous Engagement and Communications team. Their primary role is to create, curate and manage content for the @umindigenous Instagram account. They will contribute to UM's commitment to advance Indigenous achievement through sharing information about supports and programs for Indigenous students; featuring activities and people in the Indigenous community at UM; increasing awareness of Indigenous matters through covering Indigenous events and workshops on campus; and celebrating First Nations, Métis and Inuit successes through social media campaigns.

Job Duties:

Social Media:

Providing a student perspective to the @umindigenous Instagram account

Responding to messages and comments on the Instagram account

Promoting key university-related Indigenous initiatives, programs and opportunities for Indigenous students

Tracking weekly social media metrics, coordinating dates and preparing bi-weekly reports

Preparing a database of Instagram accounts with which @umindigenous can cross-post information

Planning, scheduling and assisting with monthly "Instagram Takeovers" by Indigenous students, staff and faculty

Creating appropriate graphics that align with UM's marketing guidelines

Managing Tap Bio to connect followers to relevant links for the content that is being promoted through the @umindigenous Instagram account

Assisting with obtaining biographies and headshots of speakers, Indigenous scholars and others who take part in events and programming such as Indigenous Homecoming and the Indigenous Scholars Speaker Series

Other:

Participating on various committees

Assist in event planning

Researching and compiling information

Fulfilling other duties as assigned

Competencies Gained:

1. Written Communication - Condense information/produce concise summary notes accurately with correct grammar, punctuation and spelling. Write letters and reports that are logically structured and contain all relevant information. Adapt and edit writing style in consideration of different audiences.
2. Oral Communication - Ask and answer questions, clarify, and summarize what others are communicating. Communicate with others using a variety of communication strategies to negotiate, mediate, resolve difficult issues and sell ideas.
3. Digital Technology Skills - Perform basic computer tasks, such as creating documents, saving files, and sending email.
4. Analysis and Research - Gather relevant secondary data and organize information in a logical manner.
5. Planning and Organizing - Effectively apply organizing and planning skills to manage work. Work effectively to complete deadlines when under pressure.
6. Teamwork - Demonstrate respect and care. Is open and supportive of the thoughts, opinions, and contributions of others. Actively contribute to team projects/tasks; fulfils required roles, participates in discussion to improve effectiveness.
7. Leadership - Take initiative in leading, supporting and motivating others in developing individual skills or tasks to achieve goals.
8. Personal Management - Embrace new opportunities, learn continuously, and identify importance in every job/task.

Job Requirements:

Must self-declare as First Nations (status), First Nations (non-status), Métis, or Inuit.
Knowledge of the University of Manitoba commitments to Indigenous achievement.
Knowledge of Indigenous programs on campus.
Experience with Indigenous programs on campus an asset.
Excellent interpersonal skills are required. Must be comfortable approaching students, staff, and visitors.
Excellent written and oral communication skills are required.
Ability to write clearly and concisely.
Ability to identify and write stories.
Knowledge of and experience creating content for Instagram.
Ability to create accessible digital content.
Ability to create graphics using programs such as Canva or InDesign.
Ability to track and log social media statistics and engagement.
Ability to work both on a team and independently.
Reliable and responsible.
Effective time management, prioritization and organizational skills.
Detail oriented.
Proficiency with computers and programs (such as Outlook, Word, Excel, Online

searches, data entry, etc.) is required.
Ability to problem solve.

Salary: \$15 per hour

Student Social Media Assistant – Marketing Communications Office (MCO)

Job Duties:

- Under the guidance of the Marketing Communications Office, the successful candidate will provide a student-accessible perspective to the U of M's student social media channels
- Maintain the U of M student voice, to be used consistently in all social media communications
- Administer the student social media channels, including Facebook, Twitter and Instagram and the U of M Snapchat channel
- Attend campus events, shoot photographs and/or video and put together timely posts to go live on the social media channels
- Promote key University initiatives for students on social media channels
- Coordinate student takeovers
- Respond to any comments or questions on the social media channels in a timely and professional manner
- Monitor student conversations on social media and join conversations where appropriate
- Attend bi-weekly meetings with Marketing Communications Office staff to coordinate efforts and ensure a variety of events and initiatives are covered
- Track weekly social media metrics, coordinate data and prepare weekly reports
- Complete social media tasks remotely, working on campus and using mobile devices. Specific hours needing to be worked will change from week to week. Manage time and log hours worked/tasks throughout the week
- Report on remote time and hours

Competencies Gained:

Written communication

- Adapt writing style in consideration of different audiences.

Teamwork

- Actively contribute to team projects/tasks; fulfils required roles, participates in discussion to improve effectiveness.

Leadership

- Models a strong desire to succeed by demonstrating adaptability to achieve goals.

Planning and organizing

- Effectively apply organizing and planning skills to manage work.

Analysis and Research

- Gather relevant secondary data and organize information in a logical manner.

Personal Management

- Embrace new opportunities, learn continuously, and identify importance in every job/task.

Other

- Clear understanding of social media best practices for a large organization/business
- Social media reporting experience

Job Requirements:

- Personally active on social media, must have experience with Facebook, Twitter and Instagram
- Good understanding of social media best practices and etiquette
- Strong written communication skills, excellent grammar and attention to detail
- Outgoing personality; must be comfortable approaching students and staff
- Ability to work both independently and with a team
- Creative thinker with an eye for detail
- Highly visual creative interest with strong photography and video skills
- Ability to multi-task many small tasks at once
- Ability to represent the University of Manitoba in a polished and professional way
- Interest in pursuing a career in marketing and /or communication an asset

Other:

- Must be available after normal business hours
- Applicants may be required to provide a work sample
- Must have smart phone and/or wifi-enabled mobile device

Salary: \$16.15 per hour

Position Selected ~~Student Recruitment Assistant — Enrolment Services~~

Job Description:

The Office of Student Recruitment at the University of Manitoba is responsible for promoting the University of Manitoba to high school students in domestic, international and Indigenous markets. Student Recruitment oversees a number of major recruitment events during the calendar year. Recruitment events are designed to introduce prospective students to the university community and provide an opportunity for students to learn more about the university's academic programs while networking with staff and current students. Many of our events and tours will be held virtually throughout the Fall 2021-Winter 2022 academic year due to the COVID-19 pandemic.

Job Duties:

Reporting to the Student Recruitment Events Coordinator, the Student Recruitment Assistant will assist with the following:

- Coordinate and deliver virtual and on-campus tours and presentations for individual families and school groups
- Assist the Student Recruitment team with virtual and on-campus events, presentations, and other recruitment initiatives
- Recruit student volunteers to serve as student ambassadors and provide student volunteer training
- General office tasks such as answering email inquiries, preparing mailouts, data entry, contact list updates and assisting with the development of recruitment materials, presentations and publications.

Competencies Gained:

Written Communication: Prepare reports and write materials for publication in print and online.

Oral Communication: Use a variety of communication strategies to engage prospective students and parents.

Teamwork: Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback.

Leadership: Take initiative in leading, supporting and motivating others in developing individual skills or tasks to achieve goals.

Presentation Skills: Prepare and present information with clarity with the ability to respond to questions in a timely manner.

Job Requirements:

Written Communication: Prepare reports and write materials for publication in print and online.

Oral Communication: Use a variety of communication strategies to engage prospective students and parents.

Teamwork: Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback.

Leadership: Take initiative in leading, supporting and motivating others in developing individual skills or tasks to achieve goals.

Presentation Skills: Prepare and present information with clarity with the ability to respond to questions in a timely manner.

Salary: TBA

~~Position Selected Indigenous Engagement Coordinator~~ ~~Kinesiology and Recreation Management~~

Job Description:

The Indigenous Engagement Coordinator will work with the Director of Indigenous Engagement in the Faculty of Kinesiology and Recreation Management to coordinate Indigenous initiatives in the faculty, with a special focus on enhancing the academic and athletic experience of Indigenous students, staff, faculty, and community members.

Job Duties:

- Liaise with the Faculty's Physical Education Recreational Kinesiology Student Council (PERKS) and the University of Manitoba Indigenous Students' Association (UMISA), and Métis University Students' Association (MUSA)
- Create and coordinate Indigenous-specific communication materials for the faculty and wider UM community
- Support cultural instructors and solicit participant feedback related to the faculty's Pow Wow Practice Group and Métis jigging programming
- Coordinate cultural events and fieldtrips for Indigenous students in the faculty and Bison Sports
- Coordinate and facilitate the Indigenous Student Experience working group in faculty
- Schedule and record minutes from the faculty's Indigenous Engagement Circle (IEC)
- Assist with the coordination of IEC's strategic planning and visioning activities
- Coordinate the Junior Bison's Indigenous Athlete Development Camps
- Assist with the development of an Indigenous student mentorship program in the faculty
- Develop a list of recommendations for the faculty to support Indigenous engagement efforts in our academic, research, outreach, Active Living, and Bison Sports programs.

Competencies Gained:

WRITTEN AND ORAL COMMUNICATION

- Communicate with others using a variety of communication strategies to enhance understanding of Indigenous cultures, peoples and ways of being.
- Prepare and present information in a culturally appropriate manner, affirms different communication styles ensuring everyone has an opportunity to participate and share.

CULTURALLY RELEVANT LEADERSHIP

- Demonstrate understanding of a 'servant leadership' approach to working in groups and with communities.

- Demonstrate respectful approach to challenging misinformation about Canada's colonial history and its impact on Indigenous peoples, histories, and lived experiences.

PLANNING AND ORGANIZING

- Work effectively to complete deadlines when under pressure.
- Proactively plans and manages work; monitors results through to successfully complete plans.

DIGITAL TECHNOLOGY SKILLS

- Demonstrate a basic understanding of Microsoft Excel.
- Demonstrate ability to use social media platforms to communicate information with fellow students.

Job Requirements:

- Strong working knowledge of the Faculty of Kinesiology and Recreation Management, including academic programs, Active Living Centre, and Bison Sports
- Foundational knowledge of Indigenous worldviews, cultural and ceremonial protocols, and relationship building processes
- Pre-existing relationships with the Indigenous community on campus, Indigenous student groups, and Indigenous sport and recreation organizations in the community
- Strong time management, planning and organizational skills
- Self-motivated and the ability to work with minimal supervision
- Experience coordinating cultural and student events
- Ability to work some evenings and weekends

Salary: 15.90/hr

Student Engagement and Success Outreach Assistant

Job Duties:

Event Planning:	50%
Assist in the planning and implementation of events	
Review and revise event plan and timeline, as required, for all major events (i.e. Career Fairs, Career Month, Orientation, etc.)	
Support event marketing campaign with direction from the Outreach Specialists and the University of Manitoba Marketing and Communications Office	
Act as event lead for some events	
Suggest evaluation and report recommendations	
Connect with students' associations around campus to promote SEaS and its offices	
Be mindful of current event trends	
Coordinate volunteer needs for major events	
Connect on campus and 3rd party vendors for event needs (décor, catering, staging, parking, transportation, etc.)	
Assist with booking needs of other events	
Marketing and Communications	40%
Develop a broad understanding of all SEaS departments and services	
Research marketing strategies and material for SEaS departments	
Assist in the development of an annual SEaS marketing and Communications Strategy	
Maintain/update current brochures and regular promotional material	
Create marketing material for events with provided print and digital templates	
Distribute and post all marketing material	
Assist in web updates and news story postings.	
Adapt final event reports for different stakeholder groups (students, employers, staff/student affairs, etc.	
Other	10%
There are other projects and programs constantly developed within Student Engagement and Success. Support in the form of insight, integration, development, etc. may be asked.	
Performs other duties as assigned	

Competencies Gained:

SKILLS and ABILITIES:

- Very good verbal and written communication skills
- Ability to manage difficult conversations with diplomacy and tact
- Ability to work independently and with groups

Attention to detail

Demonstrate creativity in marketing initiatives

Ability to solve problems and generate ideas to address service needs

Ability to multitask and prioritize a diverse set of projects and requests

Adaptable and flexible in a busy and challenging workplace

Maintain privacy and confidentiality with respect to all communications and records.

Job Requirements:

MINIMUM FORMAL EDUCATION/EXPERIENCE/TRAINING REQUIRED:

A keen interest in helping students and learning about Student Engagement and Success and its departments.

Proficiency in Microsoft software suite with emphasis on Excel, Word and Outlook

Proficiency in Adobe InDesign, Photoshop, and/or Dreamweaver an asset

Experience Coordinating volunteers is an asset

Experience working with diverse stakeholder groups is an asset

Salary: TBA

Recruitment & Social Media Analyst - Faculty of Agricultural and Food Sciences

Job Description:

Reporting to the Recruitment Coordinator and the Communication Specialist, the Recruitment and Social Media Analyst will be responsible for overseeing a variety of data organization and analysis projects that will help inform our recruitment/communication processes, develop new goals, plan events, and increase the effectivity of social media and promotional campaigns. The successful candidate will be working closely with the Faculty's Student Ambassador team to assist with marketing & promoting social media campaigns and can include running paid promotions, developing monitoring/research reports and/or creating new opportunities for increased profile engagement.

Job Duties:

- Assist in content creation and marketing to increase our influence and reach in various social media and promotional campaigns
- Build and nurture social media platform-specific communities and audiences
- Research and analyze social media trends, analytics data, industry trends and developments
- Monitor and evaluate social media results on a daily basis in coordination with goals and benchmarks
- Sort and organize imagery, video and photo library into specific folders
- Communication to team and management on project development, timelines, and results
- Work closely with the other team members to meet client goals
- Work on other projects as assigned

Competencies Gained:

Written and Oral Communication

- * Condense information/produce concise summary notes accurately with correct grammar, punctuation, and spelling.
- * Write letters and reports that are logically structured and contain all relevant information.
- * Ask and answer questions, clarify, and summarize what others are communicating.
- * Communicate with others using a variety of communication strategies to negotiate, mediate, and resolve difficult issues.

Teamwork

- * Actively contribute to team projects/tasks; fulfill required roles, participate in discussions to improve effectiveness.
- * Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback.

Analysis and Research

- * Gather relevant primary & secondary data and organize information in a logical manner.

Leadership

- * Accept responsibility for decisions and display a positive attitude and perseverance.
- * Model a strong desire to succeed by demonstrating adaptability to achieve goals.

Planning and Organizing

- * Effectively apply organizing and planning skills to manage workload.
- * Work effectively to complete deadlines when under pressure.
- * Proactively plans and manages work; monitors results through to successfully complete plans.

Problem Solving Skills

- * Make decisions in accordance to accepted practices and guidelines.
- * Use problem-solving strategies to identify and resolve problems, issues and determine solutions.

Digital Technology Skills

- * Perform basic computer tasks, such as creating documents, organizing folders/files, saving files, and sending emails.
- * Demonstrate in depth knowledge of computer software and information technology systems.

Personal Management

- * Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace.
- * Embrace new opportunities, learn continuously, and identify importance in every job/task.
- * Anticipate the unexpected and respond quickly to sudden changes in circumstances.

Job Requirements:

- Interested in social media marketing & communications. Experience in running social media campaigns, analytics, etc. with demonstrated successes is an asset!
- Research and analysis skills with the ability to record, organize and interpret data and information.
- Experience and/or working knowledge of popular social media advertising platforms in various platforms (e.g. Instagram, Facebook, LinkedIn, Twitter, etc.)
- Experience and/or working knowledge with popular social media monitoring, management and analytic tools (Google Analytics, hashtags, geolocations, paid promotions, Preview, Later, HootSuite, etc.)
- Excellent verbal and written communication and interpersonal skills required.
- Proficiency in MS tools (e.g. Excel, Word, PowerPoint, etc.)
- Conducts oneself in a positive and professional manner.
- Ability to work effectively both independently and in a team environment required.
- Attention to detail is essential to this role.
- Demonstrates strong organizational and time management skills.
- The applicant should possess a professional, friendly, helpful and outgoing attitude.

Salary: \$11.82 - \$15.70 per hour

Student Digital Content Assistant - Marketing Communications Office (MCO)

Job Duties:

- Conducts content audits and research to inform organization of content for digital projects
- Builds pages and loads content in university supported digital platforms and content management systems
- Develops web copy, including long and short form stories, headlines, pull-quotes, and captions
- Proofreads, edits, and revises digital and web content
- Ensures digital content is written for search engine optimization
- Performs quality assurance tests through peer reviews
- Ensures a high level of quality across all deliverables

Competencies Gained:

Problem Solving

- Use problem-solving strategies to identify and resolve problems, issues and determine solutions
- Make decisions in accordance with best practices and guidelines.

Planning and Organizing

- Work effectively to complete deadlines when under pressure.
- Effectively apply organizing and planning skills to manage work, work effectively to complete tasks and meet deadlines, proactively plan and manage work.

Communication

- Communicate with others using a variety of communication strategies to negotiate, mediate, resolve difficult issues and sell ideas.
- Ask and answer questions, clarify, and summarize what others are communicating.

Digital Technology Skills

- Create digital content optimized to web best practices
- Use problem solving strategies to identify and resolve issues, determine, suggest, and implement solutions on digital projects

Team Work & Leadership

- Work with a team learning from constructive criticism and giving positive constructive feedback.
- Accept responsibility for decisions and display a positive attitude and perseverance.

- Model a strong desire to succeed by demonstrating adaptability to achieve goals

Personal Management

- Create individual time management schedule
- Embrace new opportunities, learn continuously, and identify the importance in every task
- Anticipate the unexpected and respond quickly to sudden changes in circumstances

Job Requirements:

- Experience working with web content management systems
- Strong written communications skills, excellent editing and proofing skills
- Knowledge of digital processes, techniques and technologies
- Experience with digital and web design is considered an asset
- Effective time management, prioritization and organizational skills
- Ability to work collaboratively as part of a team
- Strong analysis and problem resolution skills
- Strong attention to detail
- Experience working with Microsoft Office 365
- Ability to work well with multiple stakeholders

Other:

- Must be available during normal office hours

Salary: \$14.00-16.15

Student Writer -- Marketing Communications Office (MCO)

Job Description/ Duties:

- Researches, develops, and edits content targeted to students.
- Creates informational and promotional student-focused content across a variety of platforms including UM Today, the UM website and social media channels.
- In consultation with the Manager, Students and Faculties, seeks to understand objectives, timelines, outcomes and deliverables and works to deliver high-quality writing that achieves the required goals.
- Ensures that the language of written materials is compelling, accurate, professional and credible.
- As needed, adapts written communications into other formats including web, video or presentations.
- Develops and promotes use of consistent style guide in all university communications materials.
- Participates in cross-functional project teams.
- Other duties as required.

Competencies Gained:

- Excellent communication skills
- Excellent research skills
- Experience writing for websites, or any professional writing experience required

Job Requirements:

Salary: \$16.15

Mental Health Strategy Assistant - Student Affairs

Job Description:

In this role, the successful applicant would be working for 20 hours per month (approximately 5 hours/week in October, November, January and February) to assist with the ongoing administrative evaluation aspects and implementation of the campus mental health strategy.

Job Duties:

This strategy contains over 60 recommendations, each falling under six thematic areas/goals. Specifically, this role would include assisting with the following three aspects:

1. Discovering and recording existing, planned and new activities happening on campus relating to mental health for students, faculty and staff.
2. Assisting in the research, planning and coordination of campus mental health and wellness-related events and initiatives, including the ongoing projects of the Champions for Mental Health group.
3. Updating and enhancing the existing mental health website.

Competencies Gained:

Written Communication

- Condense information/produce concise summary notes accurately with correct grammar, punctuation and spelling

Oral Communication

- Ask and answer questions, clarify, and summarize what others are communicating

Teamwork

- Actively contribute to team projects/tasks; fulfils required roles, participates in discussion to improve effectiveness.

Planning and Organizing

- Proactively plans and manages work; monitors results through to successfully complete plans

Problem-Solving Skills

- Use problem-solving strategies to identify and resolve problems, issues and determine solutions

Analysis and Research

- Collect primary data and/or assist in carrying out surveys, focus groups, and lab analysis

Personal Management

- Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace

Digital Technology Skills

- Performs basic computer tasks, such as creating documents, saving files and sending emails.

Job Requirements:

- Ideal candidate would have an interest in mental health and wellness and an understanding of existing mental health & wellness-related campus supports.
- Strong Microsoft Word and Excel skills
- Ability to work independently
- Strong field research abilities
- Excellent written communications skills.

Salary: \$17.00 - \$19.00 per hour