

2016-2017

POSITION

DESCRIPTIONS

WORK-STUDY PROGRAM

For more information contact:

Career Services

474 University Centre

204-474-9456

umanitoba.ca/student/workstudy

A joint program offered by
Career Services and Financial Aid & Awards



UNIVERSITY
OF MANITOBA

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Marketing, Promotions and Events

Conference Assistant – Department of Biological Sciences – WS201617-38

Supervisor: Sylvia Lapointe

Duties:

- Provide office assistance with managing conference funds, processing expenditures, and reconciling expenses related to committee meetings
- Organizing conference materials for a large national conference

Competencies:

By the end of this work opportunity the student will have gained the ability to:

Communication Skills

- Work with committee members to provide information.

Teamwork

- Work within in team both taking and giving direction and information as requested about the status of finances and expense processing.
- Delegate issues to the appropriate committee members.

Leadership

- Coordinate inquiries and providing information to potential student volunteers and outside volunteers.

Digital Technology

- Use a variety of electronic systems that will develop and increase the candidate's experience and adaptability to a variety of online systems to both access information, enter information and produce reports that will require attention to detail and accuracy.
- Experience using formulas and spreadsheet management dealing with various groups will provide opportunities to refine business language and communication abilities.

Job Requirements

Qualifications:

- Full time student in Fall & Winter terms
- Have a 2016-2017 government loan OR full Indigenous sponsorship.
- Minimum of 2.0 institutional GPA.
- Experience in business administration, financial management
- Interest in event planning

Salary \$14.50 per hour

Events Assistant – Bison Sports – WS201617-20

Supervisor: Jennifer Everard

Duties:

- Assist in the planning, coordinating and delivery of special events at Bison Home Games.
- Manage Timbits hockey teams at Bison Hockey Games
- Direct the promotional staff to ensure promotions are successfully delivered.
- Supervise and support the admissions staff at Bison Home games and deal with customer service issues as they arise.
- Assist in the recruitment and managing of volunteers and help create scripts and task lists to lead the volunteers.

Competencies:

By the end of this work opportunity the student will have gained the ability to:

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

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

Planning and Organizing

- Work 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.

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:

- Full time student in Fall & Winter terms
- Have a 2016-2017 government loan OR full Indigenous sponsorship.
- Minimum of 2.0 institutional GPA.
- Exceptional time management skills.
- Strong planning and organizational skills.
- Demonstrated ability to take initiative, meet deadlines and prioritize tasks.
- Proven experience in multi-tasking.
- Evening and weekend work would be a requirement to attend Bison Sports Events.

Salary \$11.66 per hour

International Marketing Coordinator – Asper School of Business - WS201617-09

Supervisor: Amber Pohl

Duties:

- The successful candidate will support the Asper School of Business Coordinator of Student Exchanges and International Cooperation in working to increase the profile of the Asper Exchange Program.
- As increased internationalization is a strategic priority for the University of Manitoba, the Asper School of Business is creating a marketing strategy to recruit increased numbers of students to study abroad on international student mobility exchanges.
- The International Marketing Coordinator will create an annual strategic marketing plan to be used by the Asper Exchange Program to encourage students to participate in the program.
- They will help establish a student ambassador program, create marketing materials, and improve the look and feel of existing presentations, and write engaging content for the website.
- They will collaborate on events, help manage social media accounts, and will create contests.
- The successful student will responsible for generating new and innovative marketing ideas that will appeal to undergraduate business students.
- The successful candidate will have high levels of energy
- Be creative and flexible
- Willing to take initiative to present a range of ideas on how to market the program to Asper students.

Competencies:

By the end of this work opportunity the student will have gained the ability to:

Problem Solving Skills

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

Teamwork

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

Written Communication

- Writes reports and recommendations that are logically structures and contain all relevant information.

Planning and 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 data and organize information in a logical manner.
- Collect primary data and/or assist in carrying out surveys, and focus groups.

Digital Technology 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.

Job Requirements

Qualifications:

- Full time student in Fall & Winter terms
- Have a 2016-2017 government loan OR full Indigenous sponsorship.
- Minimum of 2.0 institutional GPA.
- Current student enrolled in the Asper School of Business
- Marketing major is preferred
- Experience in marketing/promotions, either professionally or in volunteer/student group settings
- International exchange or international travel experience is preferred
- Graphic design and event planning experience an asset
- Business development experience an asset
- Excellent written and verbal communication skills

Salary \$15.90 per hour

Marketing and Event Management Coordinator - Asper MBA Program - WS201617-19

Supervisor: Courtney Thompson

Duties:

The successful candidate will support the Asper MBA Director in working to increase the profile of the MBA Program. The MBA market is extremely competitive and the Asper MBA has positioned itself amongst some of the best schools in the world in Business Planning Competitions. Marketing this success—among many others—brings recognition and reflects favourably on the reputation of the University of Manitoba as a leading centre for Graduate level business education.

The Marketing & Event Management Coordinator will help create an annual strategic marketing plan to be used by the Asper MBA Program to encourage recruitment to complement current creative. They will help establish a social media program across multiple online platforms to showcase students, faculty, alumni and the MBA program itself. They will collaborate on events; help manage social media accounts, and will create opportunities for engagement. The successful student will be responsible for generating new and innovative marketing ideas that will appeal to those seeking MBA degree programs. The successful candidate will have high levels of energy, be creative and flexible, and will be willing to take initiative to present a range of ideas on how to market the Asper MBA program to local, national and international markets.

Competencies:

By the end of this work opportunity the student will have gained the ability to:

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

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

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

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

Digital Technology Skills

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

Presentation Skills

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

Job Requirements

Qualifications:

- Full time student in Fall & Winter terms
- Have a 2016-2017 government loan OR full Indigenous sponsorship.
- Minimum of 2.0 institutional GPA.
- Excellent written and verbal communication skills
- Experience in marketing/promotions, either professionally or in volunteer/student group settings
- Effective time and task management skills. Able to prioritize multiple projects and deadlines
- Actively engaged in social media and expertise in new social media vehicles preferred
- Marketing major or enrollment the Asper School of Business is preferred
- Event management experience is preferred
- Graphic design and event planning experience is an asset
- Business development experience an asset

Salary \$16 per hour

Mental Health Strategy Assistant - Student Affairs and Human Resources - WS201617-08

Supervisor: Arlana Vadnais

Duties:

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 administrative evaluation aspects of the campus mental health strategy.

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

- Streamlining and developing the database of mental health related activities on campus.
- Discovering and recording existing, planned and new activities happening on campus relating to mental health for students, and where possible, staff, into the database.
- Submitting a brief report (at the end of the work term, i.e. February) on the activities recorded in the database as they relate to the recommendations in the strategy, and include in this report a reflective piece based on their activities and findings.

Competencies:

By the end of this work opportunity the student will have gained the ability to:

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

Job Requirements

Qualifications:

- Full time student in Fall & Winter terms
- Have a 2016-2017 government loan OR full Indigenous sponsorship.
- Minimum of 2.0 institutional GPA.
- Ideal candidate would have an interest in mental health and wellness
- Strong Microsoft Excel skills
- Ability to work independently
- Strong field research abilities and excellent written communications skills.

Salary \$20 per hour

Promotions Assistant - School of Art - WS201617- 40

Supervisor: Donna Jones

Duties:

The School of Art Gallery requires an individual to assist with publicizing gallery programs and related events, as well as website maintenance. Duties will include:

- Preparation of content and design for digital media, as well as the distribution of those materials.
- Updating the Gallery's website and archive.
- May be required to assist with promotion of School of Art events for which the Gallery normally provides support, including the BFA Graduating Exhibition and annual open house.

Competencies:

By the end of this work opportunity the student will have gained the ability to:

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.

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 photography and design programs.

Job Requirements

Qualifications:

- Full time student in Fall & Winter terms
- Have a 2016-2017 government loan OR full Indigenous sponsorship.
- Minimum of 2.0 institutional GPA.
- Experience with digital imaging, desktop publishing, webpage software in a MAC environment.
- Ability to be accurate with detailed information;

- Open to students from any faculty. Prefer School of Art students with enrolled in either Studio or Art History degree programs.

Salary \$13.25 per hour

Facilities and Equipment Assistant - Desautels Faculty of Music - WS201617-21

Supervisor: Paula Lubinski

Duties:

- Assist the Facilities and Events Coordinator in classroom set up with required equipment.
- Assist with instrument maintenance records, instrument distribution, and instrument inventory.
- Developing promotional packages for recruitment events (usually 6 events per year)
- Assist Front Desk when required.

Competencies:

By the end of this work opportunity the student will have gained the ability to:

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.

Job Requirements

Qualifications:

- Full time student in Fall & Winter terms
- Have a 2016-2017 government loan OR full Indigenous sponsorship.
- Minimum of 2.0 institutional GPA.
- Familiar with musical equipment and the care and handling of music equipment.
- Microsoft Office and Mac experience
- Customer service experience preferred

Salary \$12.00 per hour

Student Life Promotions Assistant, Student Life - WS201617-57

Supervisor: Kevin Oliver

Nature of the Work:

Student Life is responsible for working with academic and administrative units across campus to establish programs that enhance the student experience and provide opportunities for student engagement. The Student Life Promotions Assistant reports directly to the Student Life Coordinator.

S/he helps Student Life in support of the University's strategic vision to provide an exceptional student experience, by offering more opportunities for students to learn, thrive, grow and be celebrated. The Student Life Promotions Assistant is directly involved in recruitment for all Student Life Winter programs. The key responsibility of this position is to create and implement a promotional plan for various initiatives, with guidance from the supervisor. The Student Life Promotions Assistant will also provide administrative support as delegated, including management of Student Life webpages, shared drive and physical files.

This position involves communications with staff and faculty partners, graphic design, copywriting, social media management, class talks, tabling and other forms of promotion.

Primary Purpose of the Position:

Promotions, development

30%

- With guidance from the Student Life Coordinator, work with other coordinators to develop a promotions plan for Winter term programs
- Design print promotional materials, e.g., posters, postcards
- Design digital promotional materials, e.g., social media tiles, website banners and buttons, presentation slides

Promotions, implementation

60%

- Liaise with campus and community partners, students, staff and faculty for promotion and coordination purposes, e.g., arranging class talks, tabling, presentations
- Email program and registration information to students, staff and faculty
- Email program and registration information to previous program participants
- Distribute and display print promotional materials, including Fort Garry, Bannatyne and William Norrie campuses
- Update Student Affairs Display Cases Weekly (every Friday afternoon)
- Update Student Life website pages
- Schedule social media posts
- Prepare and present class talks and presentations
- Prepare and staff tabling opportunities, e.g., Nursing Orientation

Office administration and communications

10%

- Organize and manage files and folders for promotions
- Ensure all communications on behalf of Student Life represent the University of Manitoba's values and principles
- Communicate by email and telephone and through social media in a timely manner
- Coordinate signing of photo release forms

Job Requirements

Qualifications:

Minimum Formal Education/Training Requirements

- Enrolled as a full-time student at the University of Manitoba in Fall 2016 and planning to continue as a full-time student for Winter 2017.
- Must be in good academic standing (minimum 2.5 GPA)
- Have a 2016-2017 government loan OR full Indigenous sponsorship.

Experience

- Education, training or experience in marketing, promotions or communications is preferred
- Prior participant or work experience with a Student Life program is desired but not essential
- Previous experience in planning and organizing events would be an asset
- Previous experience working in a clerical/office setting would be an asset

Skills

- Must have excellent oral and written communication skills
- Must be able to work effectively with students, staff and the public
- Must have excellent organizational skills and event/program planning ability
- Must have effective time management, record-keeping, and organizational skills
- Demonstrated problem solving and conflict resolution skills is preferred
- Proficiency with Microsoft Office and intermediate features in a Windows computer environment
- Proficiency with graphic design and publishing software is preferred

Abilities

- Work with students 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 seek guidance from supervisor for 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

Required Dates

- Minimum 2 hour period Friday afternoons for the duration of the position
- Winter Orientation, Wednesday, January 17 9:00 a.m. – 10:30 a.m. (negotiable)

Salary \$13 per hour

Student Recruitment Assistant – Student Recruitment - WS201617-18

Supervisor: Kyle Lougheed

Duties:

The Office of Student Recruitment at the University of Manitoba is responsible for promoting the University of Manitoba to prospective high school age students in the domestic, international and Indigenous markets. Student Recruitment oversees a number of major recruitment events throughout 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.

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

- Coordinate campus tours and faculty visits for individual families and school groups.
- Assist the Student Recruitment team with on-campus events, parent evenings, and other recruitment initiatives.
- Develop self-guided campus tour materials and virtual campus visits for the Future Students website at umanitoba.ca.
- Develop and implement event sponsorship plans.
- Office tasks such as answering email inquiries, preparing mail outs, and assisting with the development of recruitment materials and publications.

Competencies:

By the end of this work opportunity the student will have gained the ability to:

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

Qualifications:

- Full time student in Fall & Winter terms
- Have a 2016-2017 government loan OR full Indigenous sponsorship.
- Minimum of 2.0 institutional GPA.
- Must be friendly, outgoing, and approachable. Strong public speaking and communication skills an asset.
- Previous experience with University of Manitoba student groups preferred.
- Previous experience working or volunteering at University of Manitoba events preferred.

Salary \$11.66 per hour

Student Social Media Assistant- Marketing Communications Office- WS201617-33

Supervisor: Lindsay Duke

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
- 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 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 office 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:

By the end of this work opportunity the student will have gained the ability to:

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 & Winter terms
- Have a 2016-2017 government loan OR full Indigenous sponsorship.
- Minimum of 2.0 institutional GPA.
- 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 \$11.66 per hour

UCrew - Indigenous Student Recruitment - WS201617-16

Supervisor: Chris Lagimodiere

Duties:

UCrew Aboriginal Student Ambassadors will assist in all areas of Aboriginal student recruitment including:

- facilitating campus tours
- working at career fairs
- assisting at campus events, and
- doing public presentations

Competencies:

By the end of this work opportunity the student will have gained the ability to:

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.

Presentation skills

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

Job Requirements

Qualifications:

- Full time student in Fall & Winter terms
- Have a 2016-2017 government loan OR full Indigenous sponsorship.
- Minimum of 2.0 institutional GPA.

Salary \$11.66 per hour

Events Coordination Assistant - Career Services - WS201617-25

Supervisor: Gail Langlais

Duties:

- Developing marketing materials (displays, brochures, posters) to promote the Career Resource Centre and the Career Mentor Program
- Coordinating and implementing a promotional campaign with the help of volunteer staff
- Participating in the organization and promotion of major career events
- Providing career planning information to students in-house and at special events

Competencies:

By the end of this work opportunity the student will have gained the ability to:

Written Communication

- 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

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

Planning and Organizing

- Work effectively to complete deadlines when under pressure.

Personal Management

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

Job Requirements

Qualifications:

- Full time student in Fall & Winter terms
- Have a 2016-2017 government loan OR full Indigenous sponsorship.
- Minimum of 2.0 institutional GPA.
- Interest in career development issues or the willingness to learn creative ideas for marketing to a student population
- Ability to develop promotional materials on a very modest budget
- Computer skills
- Interest in working in a professional and confidential environment

Salary \$11.50 per hour



Office, Administrative and Clerical

Office Assistant - Student Advocacy and Accessibility- WS201617-36

Supervisor: Angel Therrien

Duties:

- Provide direct assistance to students (in person, telephone, email, online chat)
- Reception duties (schedule appointments, make referrals)
- Administrative tasks (filing, photocopying)
- Assist with projects (e.g. integrity week) ability to contribute to a welcome and supporting environment

Competencies:

By the end of this work opportunity the student will have gained the ability to:

Oral Communication

- Ask and 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 in Microsoft office, web searches, sending and receiving email and inputting data into customized case management systems

Problem Solving Skills

- Make decisions in accordance to accepted unit practices and guidelines

Personal Management

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

Job Requirements

Qualifications:

- Full time student in Fall & Winter terms
- Have a 2016-2017 government loan OR full Indigenous sponsorship.
- Minimum of 2.0 institutional GPA.
- Excellent interpersonal skills (verbal, 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

Salary \$12.36 per hour

Office Assistant - UGME - WS201617-14

Supervisor: Mark Boiteau

Duties:

- Various project based initiatives including sourcing out and assisting in planning of events, meetings.
- Data entry and collating of documents.

Competencies

By the end of this work opportunity the student will have gained the ability to:

Written Communication

- Summarize data findings that can be presented at meetings

Oral Communication

- Networking and collaboration with outside parties for event planning

Teamwork

- Group meetings and resulting follow-up and information gathering involved for this position

Leadership

- Lead certain event planning and data collection activities.

Digital Technology Skills

- Use of computer systems especially in Excel, Word and Internet research.

Job Requirements

Qualifications:

- Full time student in Fall & Winter terms
- Have a 2016-2017 government loan OR full Indigenous sponsorship.
- Minimum of 2.0 institutional GPA.
- Computer skills including Microsoft Office suite (Excel, Word)
- Strong organizational skills
- Comfortable in team settings

Salary \$11.75 per hour

Office Assistant- Bison Athletic Therapy - WS201617-02

Supervisor: Tracey Nyczai

Duties:

- Answering client inquiries via phone, email and in person
- Booking appointments for clients
- Processing client payments
- Printing athletic therapist schedules
- Filing and general office administrative tasks

Competencies:

By the end of this work opportunity the student will have gained the ability to:

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

Planning and Organization

- 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.

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.

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.

Job Requirements

Qualifications:

- Full time student in Fall & Winter terms
- Have a 2016-2017 government loan OR full Indigenous sponsorship.
- Minimum of 2.0 institutional GPA.
- Previous office experience preferably in a medical clinic
- Previous experience with Practise Perfect or other medical scheduling/billing software preferred
- Experience with electronic insurance billing preferred
- Experience creating excel spreadsheets

Salary \$13.50 per hour

Office Assistant, Bison Sports - WS201617-56

Supervisor: Melinda Sasek

Duties:

- Reception
- Photocopying documents
- Scanning documents
- Assist with reconciliation of monthly operating reports
- Assists with data entry for reports
- Assists with Bison Sports travel arrangements
- Filing

Competencies:

By the end of this work opportunity the student will have gained skills in / the ability to:

Written Communication

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

Oral Communication

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

Teamwork

- 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.
- Work effectively to complete deadlines under pressure.

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:

- Full time student in Fall & Winter terms
- Have a 2016-2017 government loan OR full Indigenous sponsorship.
- Minimum of 2.0 institutional GPA.
- Experience working in a University environment with knowledge of University policies and procedures is preferred.

- An acceptable equivalent combination of education and experience may be considered
- Must be proficient in the use of Windows and Microsoft Office applications, including: Windows, Microsoft Word, and Excel.
- Must demonstrate advanced proficiency with word processing and spreadsheets.
- Excellent planning and organizational skills are required.
- Excellent interpersonal and communication skills (both oral and written) are required.
- Must be able to work independently and to organize, prioritize and complete secretarial/administrative functions.
- Must be able to demonstrate tact, diplomacy, professionalism, and respect for confidentiality.
- Satisfactory work record, including satisfactory attendance and punctuality, is required.

Salary \$15.90 per hour

Student Administrative Assistant - Bison Football - WS201617-45

Supervisor: Brian Dobie

Duties:

- **General office assistance and support**
 - The Head Coach and assistant Head Coach have an enormous amount of administrative duties that are not supported by faculty staff.
 - The candidate can alleviate some of this burden by performing general office tasks such as: printing, emails copying etc.

- **Bison Football Archives**
 - An enormous amount of VHS tapes need to be converted to digital, then transferred into our software and marked in/out by play. - - - This is important for preserving the history of Bison football, but is laborious, as the tapes must be converted in real-time.

- **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.

- **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.

- **Recruit Touring**
 - When recruits come in for visits they are given a tour of the University campus and the Bison Football Facility.
 - This is a critical function relating to the success of Bison Football.
 - Recruits are on campus weekly from the beginning of September to the End of April.

- **Camp Coordinator**
 - Facilitate the running of camps and organization of camp activities such as: arranging coaches, registration, organizing promotional material, and various duties as assigned.

- **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:

By the end of this work opportunity the student will have gained the ability to:

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

Qualifications:

- Full time student in Fall & Winter terms
- Have a 2016-2017 government loan OR full Indigenous sponsorship.
- Minimum of 2.0 institutional GPA.
- Planning and organizational skills
- Experience in coordinating projects
- Results-oriented.
- Assertive personality
- Responsible, reliable, trustworthy
- Pro-active and dynamic
- Excellent interpersonal skills

Salary \$11.66 per hour

Student Office Assistant - ICOSH, College of Dentistry - WS201617-26

Supervisor: Tanya Walsh

Duties:

The International Centre for Oral-Systemic Health (ICOSH) is currently developing a curriculum to address the knowledge gap that exists between dentistry and other health professions. ICOSH is seeking a student to help with routine tasks such as data entry and academic citation verification and formatting.

The student may also be asked to assist with continuing education events.

Competencies:

By the end of this work opportunity the student will have gained the ability to:

Analysis and Research

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

Digital Technology Skills

- Perform basic computer tasks (creating documents, saving files, emailing, etc.)
- Use online reference software (e.g., RefWorks).

Numeracy

- Perform basic calculations and compare numerical data to identify trends.

Oral Communication & Problem Solving Skills

- Communicate with others using a variety of to negotiate meaning and resolve issues.

Personal Management

- Demonstrate professionalism by recognizing and meeting expectations in the workplace.
- Embrace new opportunities to learn and be able to respond appropriately to frequent changes in work priorities.

Planning & Organizing

- Effectively apply planning and organizational skills to manage workload.

Teamwork

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

Job Requirements

Qualifications:

- Full time student in Fall & Winter terms
- Have a 2016-2017 government loan OR full Indigenous sponsorship.
- Minimum of 2.0 institutional GPA.

- Effective English language skills
- Excellent organizational skills
- Fast, effective keyboarding skills
- Intermediate skills in Excel
- Beginner skills in Access preferred
- Experience in conducting academic literature and images searches
- Work hours are flexible, but student must be able to work on the Bannatyne campus during regular office hours.
- There may be an occasional day shift on a Saturday.

Salary \$13.00 - \$14.00 per hour

Student Office Assistant - IELTS, English Language Centre - WS201617-44

Supervisor: Joan Birrell-Bertrand

Duties:

- Assist the IELTS Administrator in preparing for the 2/month IELTS test. These duties include, but not limited to:
 - Handling all candidates' registration, ensuring confidentiality of candidates' information & documents
 - Ensuring application requirements according to standards (ID, photo, accurate filing of data by candidate)
 - Ensuring accurate data entry of candidates' demographics and test results onto IELTS registration system. Confirm test results entries as required
 - Overseeing collection, administering, & destruction of test materials, ensuring compliance to IELTS security protocol
 - Coordinating food, room bookings, A/V equipment, & keys for test day
 - Set up & take down of test room, including hang signage, printing labels & sheets, & printing attendance lists
 - Preparing and sending out test results to candidates
 - Follow up with jagged profile results as directed by IELTS Administrator
 - Communicate to & from British Council as identified by IELTS Administrator
- Maintains inventory of office supplies and equipment. This involves monitoring supply usage and ordering supplies as needed.
- Assists with providing general information and assistance to students, staff and the general public regarding programs and services related to IELTS and the IELTS Test Centre
- Attend trade shows & fairs as identified by the IELTS Administrator
- Act as the IELTS Administrator in her absence.

Competencies:

By the end of this work opportunity the student will have gained the ability to:

Oral Communication

- Ask and answer questions, clarify, and summarize what others are communicating, and provide clear explanations and directions.

Teamwork

- Demonstrate respect and care, and 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.

Planning and Organizing

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

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

Qualifications:

- Full time student in Fall & Winter terms
- Have a 2016-2017 government loan OR full Indigenous sponsorship.
- Minimum of 2.0 institutional GPA.
- Excellent spoken English and good written English is required.
- Proficient in Microsoft Office applications – Word, Excel, Access Sensitivity when interacting cross culturally
- Ability to overcome potential language & cultural barriers
- Excellent attention to detail required
- Ability to handle multiple tasks & deadlines required
- Ability to handle confidential material in a professional manner
- Previous experience in an office setting an asset

Salary \$11.93 per hour

Student Office Assistant - St.Paul's College - WS201617-22

Supervisor: Randall Kinley

Duties:

- The student will assist as a receptionist in the general office (assisting students, staff and faculty members) of St. Paul's
- Will assist the Comptroller with basic accounting, bookkeeping and spreadsheet updates.

Competencies:

By the end of this work opportunity the student will have gained the ability to:

Written and Oral Communication

- Communicating with faculty, staff and students on a daily basis.

Teamwork

- Working with the administrative team at St. Paul's College.

Technical Skills

- Accounting and bookkeeping under the guidance of the Comptroller.

Planning and Organizing

- Learning to multi-task as this position will work on several projects concurrently.

Problem Solving and Analysis and Research

- Related to working with the Comptroller on accounting issues.

Job Requirements

Qualifications:

- Full time student in Fall & Winter terms
- Have a 2016-2017 government loan OR full Indigenous sponsorship.
- Minimum of 2.0 institutional GPA.
- Must have some experience as a receptionist or office assistant.
- A working knowledge of MS Office is required.
- Some knowledge of doing basic accounting and bookkeeping is an asset.

Salary \$11.66 per hour

Student Office Assistant - Student Accessibility Services - WS201617-10

Supervisor: Carolyn Christie/Jeff Buhse

Duties:

- The Student Office Assistant should have familiarity with Student Accessibility Services or have worked/volunteered with people with disabilities.
- Help the Assistive Technology in completing preparation work for programs in Student Accessibility Services, i.e. alternate format ordering, assistive technology, classroom equipment placement, and volunteer note-taker program organization.
- Invigilate exams and provide some office reception.

Competencies:

By the end of this work opportunity the student will have gained the ability to:

Oral Communication

- 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.
- Follow technical procedures to ensure a secure environment for tests and exams in alternate formats.

Digital Technology Skills

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

Analysis and Research

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

Job Requirements

Qualifications:

- Full time student in Fall & Winter terms
- Have a 2016-2017 government loan OR full Indigenous sponsorship.
- Minimum of 2.0 institutional GPA.
- Experience working with people with disabilities
- Knowledge of assistive technology and/or alternate format production would be an asset

Salary \$12.00 per hour

Student Office Assistant, Faculty of Music - WS201617-54

Supervisor: Sarah Heidahl

Duties:

- General reception;
- Data entry;
- accept cash payments;
- prepare mail outs.

Competencies:

By the end of this work opportunity the student will have gained the ability to:

Written Communication

- Write emails to customers that are logically structured and contain all relevant information

Oral Communication

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

Teamwork

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

Planning and Organizing

- Work effectively to complete deadlines when under pressure.

Presentation Skills

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

Job Requirements

Qualifications:

- Full time student in Fall & Winter terms
- Have a 2016-2017 government loan OR full Indigenous sponsorship.
- Minimum of 2.0 institutional GPA.
- Some background in music would be an asset.

Salary \$11.66 per hour

Student Program Assistant - English Language Centre - WS201617-32

Supervisor: Crystal Stewart

Duties:

This position will aid in providing administrative support to the Program Team: Program Assistant Student Life, Program Coordinators, Academic Advisor, and Program Director. This includes helping with start & end of term tasks, information management, resource management, room bookings, Graduation, Celebration, Orientation, & other student life related activities. The position also exists to assist and support the various other staff in the ELC in manners regarding text or data entry, photocopying, as well as basic office & front-line duties.

- Maintaining Current Information (MCI) – start of term
- Equipment (Audio visual) sign out & inventory
- Inventory of office supplies and paper
- Copier and printer maintenance
- Level 1-4 Evaluations & schedule, Photocopying
- Keep track of student waivers and data sheets
- Room bookings
- Help prepare term Calendars
- Help prepare for Orientation
- Create letters to students
- Assist Program Assistant with all CanTEST administrative such as: organizing lists, updating spreadsheets, photocopying.
- Assist with Graduation, including preparing certificates, putting together gift packages, set up & preparation on Graduation day
- Updating student information in ISPDB as required
- Provide coverage for Program Assistant as required
- Keep resource room organized, put away books
- Provides General office & admin support to ELC – photocopying, stuffing envelopes, filing, data entry
- Other duties as assigned

Competencies:

By the end of this work opportunity the student will have gained the ability to:

Oral Communication

- Learn to communicate effectively & efficiently in person, over the phone, with non-native English speaking students and agents.
- Learn creative ways to communicate with a person whose first language is not English.

Teamwork

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

Written Communication

- Write letters/e-mails that are logically structured and contain all relevant information.
- 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 (example: EAL students).
- Communicate professionally via email to other campus departments. Learn how to prepare professional and official documents for students and agents.

Problem Solving

- 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.

Planning & 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.

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
- Understand and manage confidential information and how it can be disseminated.

Analysis and Research

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

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.

Job Requirements**Qualifications:**

- Full time student in Fall & Winter terms
- Have a 2016-2017 government loan OR full Indigenous sponsorship.
- Minimum of 2.0 institutional GPA.
- Proficient in Microsoft Office applications – Word, Excel, Access
- Familiarity with Aurora (BANNER – Student Self-Service) an asset
- Professional appearance & demeanor, deal with students patiently & diplomatically
- Sensitivity when interacting cross-culturally, ability to overcome potential language & cultural barriers
- Excellent attention to detail required
- Ability to handle multiple tasks & deadlines required
- Ability to handle confidential material in a professional manner
- Knowledge of FIPPA (Freedom of Information & Privacy Act) an asset
- Previous experience in an office setting working for numerous supervisors an asset
- Preference will be given to students who are available on a consistent basis throughout the school year

Salary \$11.25 per hour



Research and Laboratory

Lab Assistants (2) - Biological Sciences - WS201617-34/35

Supervisor: Anne Worley

Duties:

Lab assistant for research in pollination biology. Duties will include:

- Germination and maintenance of research plants
- Use of microscope and particle counter to quantify pollen grains moved by insect pollinators
- Mounting and measurement of insect specimens.
- Student will also have the opportunity to learn about the specific projects they are involved in and to participate in biweekly lab discussions.

Competencies:

By the end of this work opportunity the student will have gained the ability to:

Oral communication

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

Teamwork

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

Technical Skills

- Operation of microscopes, particle counter and associated software, knowledge of requirements for plant care, insect curation and identification (if interested)

Analysis and Research

- Collect primary data

Job Requirements

Qualifications:

- Full time student in Fall & Winter terms
- Have a 2016-2017 government loan OR full Indigenous sponsorship.
- Minimum of 2.0 institutional GPA.
- Interested in plants
- Good manual dexterity
- Attention to detail

Salary \$13.00 per hour

Research Assistant - Centre on Aging - WS201617–52

Supervisor: Catherine Jacob

The Centre on Aging is a highly productive university-wide research Centre which focuses on the study of aging. The Centre conducts, stimulates and promotes research in its application, provides an interdisciplinary focus for the research activities in aging at the universities in Manitoba and supports the education of students in aging. The Centre serves as the focal point for the integration and dissemination of research on aging in Manitoba.

Duties:

- Literature searching
- Environmental scans
- Graphing and analyzing data
- Making PowerPoint slides
- Assisting with research projects
- Archiving research materials
- Enter publications into Reference Manager, a database program designed to manage bibliographic citations or references.

Competencies:

By the end of this work opportunity the student will have gained the ability to:

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

- 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.

Digital Technology 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.

Job Requirements

Qualifications:

- Full time student in fall & winter terms
- Have a 2016-2017 government loan OR full Indigenous sponsorship.
- Minimum of 2.0 institutional GPA.
- Knowledge of Microsoft Office (Word, Excel, PowerPoint) is required.
- Excellent verbal and written communication and interpersonal skills required.
- Ability to follow direction and work independently required.
- Knowledge of gerontological and social science vocabulary is an asset.
- Knowledge of Reference Manager is an asset; if not training will be provided.
- 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 \$14.84 per hour

Research Assistant - CREATE H2O, CHRR - WS201617-41

Supervisor: Wendy Ross

Duties:

- Assist program coordinator with research using um library data bases for relevant literature - traditional knowledge, water, Indigenous well-being, Indigenous science.
- Assist in survey and data collection
- Develop a 'Youth Care Package' for water science programming. Present idea to H2O CREATE team

Competencies:

By the end of this work opportunity the student will have gained the ability to:

Oral Communication

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

Written Communication

- Adapt writing style in consideration of different audiences.

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.
- Collect primary data and/or assist in carrying out surveys, focus groups, and lab analysis.
- Analyze samples/surveys for quantitative/qualitative research.

Presentation Skills

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

Job Requirements

Qualifications:

- Full time student in fall & winter terms
- Have a 2016-2017 government loan OR full Indigenous sponsorship.
- Minimum of 2.0 institutional GPA
- Ideal candidate will be of Indigenous decent and studying in the fields of Science, Environment, Agriculture and Engineering. Other courses/knowledge that may be helpful for this position – Native Studies, Indigenous languages.
- Understanding of the issues that First Nations peoples face Canada including Colonialism.
- Understanding of water issues in First Nation communities i.e. - Hydro development - sediment and flooding, contaminants.
- Understanding of the knowledge that Indigenous people possess - land and water knowledge traditional knowledge
- Working knowledge of library databases

Salary \$13.50 per hour

Research Assistant- Centre for Human Rights Research - WS201617-01

Supervisor: Dr. Karen Busby

Duties:

- Assisting the director of the Centre for Human Rights Research with a variety of research projects and events.
- Will include literature reviews, editing, footnoting, transcribing interviews, reviewing conference abstracts and helping organize human rights events.

Competencies:

By the end of this work opportunity the student will have gained the ability to:

Written communication:

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

Planning:

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

Research:

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

Teamwork:

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

Job Requirements

Qualifications:

- Full time second or third year student in fall & winter terms in the Faculty of Law
- Have a 2016-2017 government loan OR full Indigenous sponsorship.
- Minimum of 2.0 institutional GPA.

Salary \$15 per hour

Student Research Analyst - Office of Sustainability - WS201617-07

Supervisor: Melissa Gayle Smith

Duties:

- Conducts literature, interview and on-campus field research on sustainability issues including waste, transportation, energy and water.
- Prepares analytical briefings, reports and presentations on sustainability issues.
- Works with campus and community stakeholders to foster sustainable development.
- Supports sustainability project teams through documentation and facilitation.
- Participates as part of the Office of Sustainability team to implement sustainability initiatives.

Competencies:

By the end of this work opportunity the student will have gained the ability in the following areas:

- **Written Communication**
- **Oral Communication**
- **Personal Management**
- **Planning and Organizing**
- **Teamwork**
- **Leadership**
- **Problem Solving**
- **Analysis and Research**

Job Requirements

Qualifications:

- Full time student in Fall & Winter terms
- Have a 2016-2017 government loan OR have full Indigenous sponsorship.
- Minimum of 2.0 institutional GPA.
- Pursuing a program of study not limited to, but closely related to *Environmental Studies/Science, Earth Sciences, Architecture, Landscape Architecture, City Planning, Politics, Public Administration, Economics, Commerce/Business.*
- Possess excellent interpersonal, verbal and written communication skills
- Deal effectively with staff, students and the public
- Demonstrated ability to take initiative and exercise independent judgment
- Possess exceptional time management skills
- Work independently as a member of a team under time constraints

Salary \$14.00 per hour

Student Research Assistant, Department of Anthropology - WS201617-55

Supervisor: Dr. Haskel Greenfield

Duties:

- Digitizing field notes, photos, plans and data;
- Analysis of zoo archaeological remains and data;
- Web design;
- Video editing;
- Bibliographic research;
- Maceration of specimens.

Competencies:

By the end of this work opportunity the student will have gained the ability to:

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

Qualifications:

- Full time student in Fall & Winter terms

- Have a 2016-2017 government loan OR have full Indigenous sponsorship.
- Minimum of 2.0 institutional GPA.
- Knowledge of computers, archaeology or relevant experience;
- AutoCad;
- ArcGIS;
- Endnote;

Salary \$15 per hour

Student Research Assistant, Neuroscience Research Program, Bannatyne - WS201617-53

Supervisor: Dr. Tabrez Siddiqui

ABOUT THE SIDDIQUI LABORATORY

The Siddiqui lab, located at the Health Sciences Centre, investigates the molecular and neural circuit mechanisms of brain development and experience-dependent learning and cognition, with a focus on neurodevelopmental disorders such as autism and schizophrenia. The Siddiqui lab employs a broad spectrum of methods, from molecular, cellular and biochemical tools to manipulation of neural circuits and animal behaviour to understand brain organization and function.

Duties:

This work-study position supports the daily running and maintenance of a molecular and biochemical neuroscience laboratory and participate in ongoing experiments. The student will have the opportunity to contribute intellectually to experimental design.

Competencies:

The student will learn cutting-edge scientific methods employed in an upcoming, well-funded research laboratory. Therefore, this is an outstanding opportunity to develop valuable technical skills. The student will also learn how to co-ordinate and with a research team and develop networking, communication and presentation skills.

By the end of this work opportunity the student will have gained the ability to:

Presentation Skills

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

Analysis and Research

- Analyze samples/surveys for quantitative/qualitative research.

Planning and Organizing

- Effectively apply organizing and planning skills to manage work

Teamwork

- 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.

Job Requirements

Qualifications:

- Full time student in Fall & Winter terms
- Have a 2016-2017 government loan OR have full Indigenous sponsorship.
- Minimum of 2.0 institutional GPA.

- Enrolled in Science courses. Interest in neuroscience is an asset.

Salary \$14 per hour



Student Service

Admissions Assistants (3) - Admissions, Enrolment Services - WS201617-03/04/05

Supervisor: Jody Dewbury

Duties:

- 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.

Competencies:

By the end of this work opportunity the student will have gained the ability in the following areas:

Written and Oral Communication

Teamwork

- They will have the opportunity to work in a team, learning from constructive criticism and giving positive constructive feedback.

Planning and Organizing

- They will gain the ability to effectively complete deadlines under pressure
- Proactively plan and manage work; monitor results to successfully complete plans.

Personal Management

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

Job Requirements

Qualifications:

- Full time student in Fall & Winter terms
- Have a 2016-2017 government loan OR have full Indigenous sponsorship.
- Minimum of 2.0 institutional GPA.
- 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 \$13.51 per hour

Awards Assistant - Financial Aid and Awards - WS201617-42

Supervisor: Adrienne Domingo

Duties:

- General clerical duties including filing, data entry, creating spreadsheets, and using office databases.

Competencies:

By the end of this work opportunity the student will have gained the ability to:

Oral Communication

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

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

- 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

Qualifications:

- Full time student in fall & winter terms
- Have a 2016-2017 government loan OR full Indigenous sponsorship.
- Minimum of 2.0 institutional GPA.

Salary \$11.93 per hour

Lead Invigilator – Student Accessibility Services, Exam Centre – WS201617-11

Supervisor: Charity Pascual

Duties:

- Front Desk duties e.g. Answering phone calls, greet people at the door, assist professors and support staff and setting up meetings
- Invigilation involves the delivery and collection of tests and exams, supervision of students during tests and exams, dealing with student concerns and questions, seeking out instructors to answer student questions, delivering time prompts to students, ensuring the integrity of the test/exam situation, keeping time during tests and exams, and completing SAS paperwork regarding tests/exams
- Scribes and Readers provide assistance for students with reading, writing or typing their tests, exams, course work, and assignments. Scribing/ Reading takes place in many different forms, including reading exam questions, typing test answers onto a computer, filling in a computer bubble sheet for a student, reading a test/exam onto an audiotape, etc.
- Ensuring that tests/exams are in the SAS office on time e.g. calling and emailing professors or departments for a copy of tests/exams
- Develop familiarity with all SAS Adaptive Equipment e.g. setting up computers and software such as Kurzweil, Dragon and Zoomtext during tests/exams
- Work with students at SAS to arrange disability-related supports on campus by referring to Student Counselling Services, Academic Learning Centre, Health Services and Psychological Services

Competencies:

By the end of this work opportunity the student will have gained the ability to:

Written Communication

- Write reports 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

Leadership

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

Problem Solving

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

Digital Technology

- Demonstrate in depth knowledge of assistive technology software

Job Requirements

Qualifications:

- Full time student in Fall & Winter terms
- Have a 2016-2017 government loan OR full Indigenous sponsorship.
- Minimum of 2.0 institutional GPA.
- Available for flexible hours (*including evenings and weekends)
- Must be available to work December and April
- Ability to work independently
- General understanding of working with people with disabilities
- Willing to work as a team
- Willing to travel to Bannatyne Campus

Salary \$12.00 per hour

Career Services Assistant - College of Medicine, Bannatyne - WS201617-23

Super

Job Duties:

- Update physician shadowing database regularly
- Provide medical students with individual access codes to the American Association of Medical College's Careers in Medicine Program and trouble shoot when necessary. The student will also provide codes to first year students in one batch in February or March
- Provide M-4 students with access to the Interview Stream, in late fall to assist them in preparing for residency interviews. Interview Stream is a program that provides simulated online job interviews for students to practice both verbal and non-verbal communication skills. On occasion, verbal instructions for students may be required over the phone or in person
- Create report in February regarding Interview Stream usage
- Communicate with students regarding scheduling & assist with challenges
- Co-ordinate and schedule interviews for the research study being conducted by Student Affairs
- Organize, improve and maintain filing system
- Post workshops in Active Data and on OPAL and book rooms and A/V equipment for the same
- Assist with Student Affairs events such as career and wellness seminars and conferences

Competencies:

By the end of this work opportunity the student will have gained the ability to:

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.

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.

Planning and Organizing

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

Digital Technology Skills

- Performs medium to advanced computer tasks, such as troubleshooting when software is not working, managing a Access database

- Demonstrate in depth knowledge of computer software, database 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.

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.

Job Requirements

Qualifications:

- Full time student in fall & winter terms
- Have a 2016-2017 government loan OR full Indigenous sponsorship.
- Minimum of 2.0 institutional GPA.
- Excellent communication skills on the phone and in person
- Excellent computer skills including the use of databases
- Strong organizational skills
- Demonstrated excellence in punctuality and attendance
- Demonstrated ability to excel in a team oriented environment

Salary \$12.19

Child Care Assistant - PlayCare Centre - WS201617-15

Supervisor: Marlynn Childs

Duties:

- Assist in the supervision, care and early childhood education of preschool children in a multi-age day care setting.

Competencies:

By the end of this work opportunity the student will have gained the ability to:

Written Communication

- Write notes and logbook entries that are logically structured and contain all relevant information.

Oral Communication

- Provide clear explanations and directions, taking into consideration developmental levels and language abilities, 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

- Plan, prepare and implement Early Childhood Curriculum, managing activities and environment.

Problem Solving Skills

- Make decisions in accordance to accepted Best Practices, guidelines and day care regulations.

Personal Management

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

Job Requirements

Qualifications:

- Full time student in fall & winter terms
- Have a 2016-2017 government loan OR full Indigenous sponsorship.
- Minimum of 2.0 institutional GPA.
- Minimum 18 years.
- Must possess or be willing to obtain:
 1. Child Care Assistant classification
 2. Emergency First Aid and CPR Certificate.
- Must apply and be approved for:
 1. Criminal Record Check
 2. Child Abuse Registry check

Salary \$12.46 per hour

Financial Aid and Awards Assistant - Financial Aid and Awards - WS201617-43

Supervisor: Adrienne Domingo

Duties:

- General clerical duties including filing, data entry, creating spreadsheets, and using office databases.
- Assisting the Director and front-line officers of Financial Aid and Awards.

Competencies:

By the end of this work opportunity the student will have gained the ability to:

Oral Communication

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

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

- 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

Qualifications:

- Full time student in fall & winter terms
- Have a 2016-2017 government loan OR full Indigenous sponsorship.
- Minimum of 2.0 institutional GPA.

Salary \$11.93 per hour

Gallery Assistant - School of Art - WS201617-39

Supervisor: Donna Jones

The School of Art Gallery requires an assistant to work in the exhibition programming, and collections care and management areas. The Gallery presents a number of exhibitions and events throughout the academic year. The Gallery also assists the School of Art in the presentation of its annual Open House and BFA Graduating Exhibition. In addition, the Gallery currently holds over 4000 artworks and artifacts within its collection, and acquires numbers of artworks annually.

Job Objectives (for up to 15 hours per week)

- Increase intellectual access to the past exhibition archive and permanent collection.
- Prepare research in a way which is accessible to other staff members and the general public.
- Disseminate information and support our Canadian artistic heritage.
- Increase understanding and promoting of the work of Canadian artists.

Duties:

- Monitor gallery exhibitions and provide information to gallery visitors about the work on display and gallery programming.
- Update exhibition and collection files with support material.
- Assist with cataloguing works of art in the permanent collection.
- Assist with installation of exhibitions and opening reception preparations.
- Contact artists and art dealers for material, conduct secondary source research on site and at libraries and galleries in the area.

Competencies:

By the end of this work opportunity the student will have gained the ability to:

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:

- Full time student in fall & winter terms
- Have a 2016-2017 government loan OR full Indigenous sponsorship.
- Minimum of 2.0 institutional GPA.
- Excellent oral and written communication and organizational skills
- Ability to be accurate with detailed information
- Ability to work in a MAC environment
- Preference will be given to School of Art students enrolled either in Art History or Studio degree programs.

Salary \$13.25 per hour

Ooshka-Abe (2) - Indigenous Student Centre - WS201617-29/30

Supervisor: Bev Getty

Duties:

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. 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:

By the end of this work opportunity the student will have gained the ability to:

Communication Skills

- Informing the Indigenous community (both internally and externally) about cultural events on campus

Teamwork

- Working with others coordinating and executing cultural events on campus

Leadership

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

Job Requirements

Qualifications:

- Full time student in Fall & Winter terms
- Have a 2016-2017 government loan OR full Indigenous sponsorship.
- Minimum of 2.0 institutional GPA.
- Be able to assist **female/male Elders** throughout various activities/ceremonies
- Be available to assist with Full Moon ceremonies on a monthly basis.
- 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 \$11.66 per hour

Recreation Assistant - Recreation Services - WS201617-17

Supervisor: Kerri Chase

Duties:

- Customer service
- Assist with intramurals and programs
- Administrative duties (registration, cleaning, etc)

Competencies:

By the end of this work opportunity the student will have gained the ability in the following areas:

- **Teamwork**
- **Communication Skills (Oral and Written)**
- **Leadership**
- **Planning and Organizing**
- **Problem Solving**
- **Personal Management**
- **Organizational skills**

Job Requirements

Qualifications:

- Full time student in Fall & Winter terms
- Have a 2016-2017 government loan OR full Indigenous sponsorship.
- Minimum of 2.0 institutional GPA.
- Able to work varied hours
- Able to interact with a diverse group of people
- Able to work as a team.

Salary \$12.00 per hour

Student Career Service Advisors (2) – Career Services- WS201617-24, WS201617-51

Supervisor: Gail Langlais

Duties:

- Provides initial assessment, clarifies individual need(s) and provides general information, self-directed service support and/or refers client 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, and 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 e-mail contact.
 - Provides intake documents and explains FIPPA policy to ensure client understanding.
 - Performs other duties as assigned

Competencies:

By the end of this work opportunity the student will have gained the ability to:

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

Qualifications:

- Full time student in Fall & Winter terms
- Have a 2016-2017 government loan OR full Indigenous sponsorship.
- Minimum of 2.0 institutional GPA.
- Preference will be given to a student enrolled in social sciences, 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 Engagement Assistants (2) – Indigenous Student Centre - WS201617-27/28

Supervisor: Bev Getty

Duties:

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 (PACT) 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.

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.

PACT 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.

Competencies:

By the end of this work opportunity the student will have gained the ability to:

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

Qualifications:

- Full time student in Fall & Winter terms
- Have a 2016-2017 government loan OR full Indigenous sponsorship.
- Minimum of 2.0 institutional GPA.
- 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.

Salary \$11.66 per hour



Technical

Computer Lab Assistant - Faculty of Education - WS201617-12

Supervisor: Trudy Bais

Duties:

- Provide technical support to users of the Education Computer Labs.
- 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.
- Set-up user accounts for self-serve photocopying/printing.
- Retrieve special print jobs.
- Maintain printer and photocopier.
- Perform other duties as assigned.

Competencies:

By the end of this work opportunity the student will have gained the ability to:

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.

Job Requirements

Qualifications:

- Full time student in Fall & Winter terms

- Have a 2016-2017 government loan OR full Indigenous sponsorship.
- Minimum of 2.0 institutional GPA.
- 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 \$11.66 per hour

DEFT Media Lab Assistant - Department of English, Film and Theatre - WS201617-46

Supervisor: Alex Snukal

Duties:

Assist the Media Lab Technician and Director in tasks in the lab, including:

- DVD library inventory and restocking
- computer inventory and imaging
- event promotion and set up
- assisting students engaged in lab activities
- digitization of lab holdings, and
- other duties as they arise.

Competencies:

By the end of this work opportunity the student will have gained the ability to:

Oral Communication

- Ask and answer questions, clarify, and summarize what others are communicating.
- The Media Lab offers a busy and social atmosphere. The Media Lab technician will have many opportunities to give and receive instruction and guidance.

Teamwork

- Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback.
- The Media Lab assistant will work closely with the Media Lab technician on specific projects, learning from trial and error will be a crucial component of the position.

Literacy

- Source, write and edit content for the Lab's website and associated social media feeds

Numeracy

- Perform calculations for adding, subtracting, multiplying and dividing, and converting between fractions and decimals.
- Rudimentary mathematical and logic skills are needed to perform some of the tasks in the lab.
- No advanced experience with math or data is necessary however.

Planning and Organizing

- Proactively plans and manages work; monitors results through to successfully complete plans.
- The Media Lab Assistant will be given freedom to complete large projects in the media lab on their own initiative. This will require advanced planning.

Digital Technology Skills

- Performs basic computer tasks, such as creating documents, saving files, data entry, and sending email.
- The Media Lab Assistant will be asked to perform some more advanced computer tasks with training and supervision from the Media Lab Technician.

- Advanced knowledge of OS X or Linux is not required but applicants should be interested and willing to learn.

Job Requirements

Qualifications:

- Full time student in Fall & Winter terms
- Have a 2016-2017 government loan OR full Indigenous sponsorship.
- Minimum of 2.0 institutional GPA.
- Basic knowledge of Mac OS X operating system is required.
- Course or research interest in the Digital Humanities preferred
- Knowledge of Adobe CS, Final Cut Pro, and basic web design skill are preferred but not required.
- Experience with command line and bash scripting are preferred but not required.
- A willingness to learn and to attempt new and difficult tasks.
- Attention to detail and ability to follow precise instructions is required.

Salary \$12.00 per hour

Development Assistant - St. John's College - WS201617-37

Supervisor: Jackie Markstrom

Duties:

- Planning, organizing and attending special events in relation to the College's 150th Anniversary..
- Working with the Development Coordinator in creating invites, booking spaces and contacting alumni.
- There will also be some database work.

Competencies:

By the end of this work opportunity the student will have gained the ability to:

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 email.

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 importance in every job/task.

Job Requirements

Qualifications:

- Full time student in Fall & Winter terms
- Have a 2016-2017 government loan OR full Indigenous sponsorship.
- Minimum of 2.0 institutional GPA.
- 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 confidentiality

Salary \$12.72 per hour

Herbarium Database Technician - Department of Biological Sciences - WS201617-13

Supervisor: Diana Sawatzky

Duties:

- The herbarium database technician will enter plant specimen label data into a database, includes capturing and uploading digital images of specimens.
- Attention to detail and quality control of data are critical.
- Job requires an understanding of botanical nomenclature and georeferencing.

Competencies:

By the end of this work opportunity the student will have gained the ability to:

Digital Technology Skills

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

Problem Solving Skills

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

Planning and Organizing

- Proactively plan and manage work; monitor results through to successfully complete plans.

Teamwork

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

Oral Communication

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

Job Requirements

Qualifications:

- Full time student in Fall & Winter terms
- Have a 2016-2017 government loan OR full Indigenous sponsorship.
- Minimum of 2.0 institutional GPA.
- Preference given to students with an interest in botany/plant biology, and to students who completed BIOL 3242.

Salary \$11.66 per hour

Rural/Indigenous Planner - WS201617-06

Supervisor: Dr. Shirley Thompson

Duties:

- Geographical information systems
- Working to map land uses
- Database analysis

Competencies:

By the end of this work opportunity the student will have gained the ability in the following areas:

- **Digital Technology**
- **Analysis and Research**
- **Planning and Organization**
- **Problem-Solving**

Job Requirements

Qualifications:

- Full time student in Fall & Winter terms
- Have a 2016-2017 government loan OR have full Indigenous sponsorship.
- Has some knowledge and skills in using google map and/or ArcGIS (geographical information systems) and excel databases
- Some interest and understanding of traditional land use or rural planning or regional planning
- Interest in researching requirements for planning to reach self-determination goals
- A knowledge of Oji-Cree or other Aboriginal language useful but not necessary.

Salary \$15.00 per hour