



# 2017-18 POSITION DESCRIPTIONS

WORK-STUDY PROGRAM

For more information contact:

**Career Services**

**474 University Centre**

**204-474-9456**

**[umanitoba.ca/student/workstudy](http://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

## Advertising Assistant – Human Resources Client Services

The University of Manitoba has launched a new recruitment and advertising campaign that promotes the university as a great place to work. The campaign includes new promotional materials, LinkedIn career page, career column on UM Today that promotes and celebrates the range of career opportunities on campus.

With close to 9,000 faculty and staff, Human Resources advertise hundreds of academic and staff positions each year. Many university clients need and request external advertising; in 2016, there were close to 400 requests and that number increases each year with the demand for more and broader advertising. A training manual for advertising is available, plus the successful candidate will work closely with the supervisor.

### Duties:

- Help support the university's recruitment and advertising campaign that includes a career column on UM Today, career fairs, and new promotional materials
- Provide assistance in posting academic and staff positions on the HR website, and other external sites, including LinkedIn and social media
- Track and organize all academic and staff ads in outlook, shared folders and database

### Competencies:

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

#### Written Communication

- Adapt writing style to a wide variety of audiences
- Develop marketing communications

#### Digital Technology

- Demonstrate an in-depth knowledge of computer software, IT systems, advertising platforms and social media

#### Planning and Organizing

- Effectively apply organizing and planning skills to manage over 400 advertising requests to 1,000+ publication sites
- Effectively monitor results through to successful completion of work
- Help plan and organize U of M's participation in career fairs and networking events

#### Personal Management

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

#### Problem-Solving

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

### **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.

### **Job Requirements**

#### **Qualifications:**

- Exceptional organizational and planning skills
- Excellent written and verbal communication skills
- Superior attention to details
- Experience in marketing/promotions, either professionally or in volunteer/student group settings
- Engaged in social media and skilled in multiple IT platforms
- Effective time and task management skills, able to prioritize multiple tasks and deadlines

**Salary** \$15.90 per hour

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

## Communication Assistant – Faculty of Engineering

### Duties:

- Coordinate the production and distribution of various communications for the Faculty including maintaining a production schedule for projects and seeking quotes for printed projects
- Updates and writes content for the website
- Write and/or edit copy for press releases, UMToday stories, presentations
- Create marketing materials, and improve the look and feel of existing presentations
- Generate new and innovative marketing ideas for the Faculty help manage social media accounts for the Faculty including joining conversations where appropriate and posting events in a timely manner to the social media accounts
- Act as photographer for events 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 press releases and stories that are logically structured and contain all relevant information.

#### Oral Communication

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

#### Teamwork

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

#### Analysis and Research

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

#### Planning and Organizing

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

#### Problem Solving Skills

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

#### Digital Technology

- Work with a range of software including photography, design programs and website management tools.

#### Personal Management

- Manage time and competing priorities effectively.

## Job Requirements

### Qualifications:

- Strong written communication skills, excellent grammar and attention to detail
- Outgoing personality – must be comfortable approaching students and staff
- Creative thinker with an eye for detail
- Highly visual creative interest with strong photography and video skills
- Personally active on social media, must have experience with Facebook, Twitter and Instagram
- Good understanding of social media best practices and etiquette
- Ability to work both independently and in a team environment
- Ability to represent the Faculty in a polished and professional way
- A good understanding of design Software, including InDesign and Photoshop

Salary \$13.00 per hour

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.



## Communications Assistant - National Centre for Livestock and the Environment

**About the National Centre for Livestock and the Environment:** NCLE is a research and education hub dedicated to advancing agriculture sustainability. The NCLE research community is committed to furthering the economic, environmental and social sustainability of our food systems, focusing primarily on livestock production systems. Students have much to offer NCLE, bringing fresh perspectives and new ideas to help shape and inform what “sustainability” means and how we can achieve more, working together. Learn more at <http://www.ncle.ca>

**Duties:** With guidance from the NCLE Coordinator, the NCLE Communications Assistant will:

- Assist in the redesign of the NCLE website to showcase NCLE research, education and outreach
- Provide a student perspective on crafting a social media presence for NCLE
- Compile a database of institutions, centres, programs and researchers collaborating on Sustainable Food Systems research and graduate student training
- Assist in developing promotional, educational and outreach materials and/or programs communicating sustainable agriculture and food systems research
- Facilitate planning and execution of special events (e.g. field days, seminars, workshops, outreach program)
- Prepare a written report summarizing activities, milestones and outcomes/achievements

**Competencies:**

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

### Written Communication

- Produce concise summary notes and reports with correct grammar, punctuation and spelling
- Adapt writing style in consideration of different audiences

### Teamwork

- 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.

### Analysis and Research

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

### Personal Management

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

### Job Requirements

**Qualifications:**

- Strong interpersonal, oral and written communication skills
- Effective time management, prioritization and organizational skills
- Versatile and competent in working either independently or as part of a team

- Ideal candidate would embody sustainability principles in their daily lives
- Preferably pursuing a degree in one of the following disciplines: Agriculture, Environment, Marketing
- Experience in marketing, promotions and/or communications an asset
- Proficiency with Windows Microsoft Office suite of programs (i.e. Word and Excel)
- Competency in website builder software such as WordPress or Wix and Adobe Suite of programs including InDesign and Photoshop an asset
- Demonstrated application of best practices and etiquette in social media, including Twitter

**Other:** Applicants may be required to provide a work sample

**Salary** \$14.00 per hour

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

## Community Service-Learning Promotions and Administrative Assistant – Service-Learning

### Duties:

The CSL Program Assistant will provide administrative support to the CSL Coordinators in three areas:

#### *Program Promotion, Communications, and Resource Development*

- Assist with recruitment via email and social media
- Prepare and present class talks, info sessions, and other small presentations
- Prepare and staff promotional tabling opportunities
- Develop recruitment slideshows for each CSL program
- Assist with newsletter design
- Assist with the application processes for various programs
- Assist with the standardization of CSL forms, e.g., student evaluations, partner feedback
- Research and develop how-to guides and resources for students
- Distribute and display promotional materials, including postering

#### *File, Data, and Resource Management*

- Maintain the digital and physical filing system for student and program data, program resources, and other documents
- Digitize and archive meeting minutes, program resources, and other materials
- Maintain the schedule for destruction of confidential physical and digital files
- Maintain the inventory and storage system for supplies and materials

#### *Social Media and Web Administration*

- Research local community events, funding opportunities, and other relevant digital media
- Schedule and post regular opportunities on the CSL Facebook group
- Design, schedule, and post regular images on the CSL Instagram account
- Interact with other U of M social media accounts on Facebook and Instagram, including cross-posting of information
- Increase student engagement with our social media accounts
- Update CSL website and Community Link with current photos and information

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

The Program Assistant will work 30 hours per week, Mon-Fri from 9:00 a.m. to 4:30 p.m., which include a 30-minute unpaid lunch break. Hours may be flexible.

### Competencies:

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

#### Written Communication

- Write emails, reports, and resource documents that are logically structured and meaningful for coordinators, participants, and partners.

#### Oral Communication

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

### **Planning and Organizing**

- Effectively apply organizing and planning skills to manage work.

### **Problem-Solving**

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

### **Analysis and Research**

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

### **Digital Technology Skills**

- Design resource documents, webpages, and social media posts using a variety of word processing, design, and publishing software.

### **Presentation Skills**

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

### **Job Requirements**

#### **Qualifications:**

#### *Minimum Formal Education/Training Requirements*

- Enrolled as a full-time student at the University of Manitoba in the preceding academic year, and planning to resume full-time studies in September, 2017
- Must have satisfactory academic standing (minimum 2.0 GPA)

#### *Experience*

- One (1) year of experience working in a clerical/office setting is required
- Training or experience in marketing, promotions, or communications is strongly preferred
- Prior experience with Student Life or Community Service-Learning programs is an asset

#### *Skills*

- Exceptional organizational and file management skills are required
- Exceptional time management skills are required
- Excellent oral and written communication skills are required
- Exceptional keyboarding and proof-reading skills with a high attention to detail are required
- Intermediate word and graphic design skills are required
- Strong problem solving and conflict resolution skills are strongly preferred
- Proficiency in using intermediate features with a Microsoft Office Suite, including Word, Excel, and PowerPoint, is required
- Proficiency with Facebook and Instagram is required
- Proficiency in using both Apple and Windows operating systems is required
- Proficiency with graphic design software is required, e.g., such as canva.com, Adobe Photoshop, or InDesign

*Abilities*

- Work effectively with students, staff, faculty, and community members of diverse educational, age, racial, ethnic, and cultural backgrounds
- Maintain privacy and confidentiality with respect to all communications and records to the extent protected under the law and statements of ethical practice
- Develop and maintain proactive relationships with all key constituents including students, faculty, and staff, administrators, team members, sponsors and members of the community
- Manage multiple priorities with competing deadlines
- Work independently, showing self-motivation and initiative
- Work cooperatively as part of a team
- Assess situations and determine appropriate action
- Spend up to 2 hours walking and lift up to 20lbs

*Other Job Related Qualifications that may be preferred*

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

**Salary** \$12.00 - \$15.00 per hour

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

## Events and Social Media Assistant – Asper MBA

### Duties:

- Under the guidance of the Asper Marketing & Communications Director, the successful candidate will provide a student and alumni-accessible perspective to Asper's social media channels
- Maintain the Asper School voice, to be used consistently in all social media communications
- Assist with Asper's 'student' and 'alumni' social media channels for events and campaigns, including Facebook, Twitter, Snapchat and Instagram
- Attend Asper and other campus events, assist staff with event management, shoot photographs and/or video and put together timely posts for social media channels
- Promote key Asper initiatives for students and alumni on social media channels
- Coordinate student takeovers of Asper Instagram and twitter channels for specific events/purposes
- Monitor Asper student conversations on social media and join conversations where appropriate
- Monitor Asper website to ensure information is up to date and accurate
- Attend weekly meetings with Marketing and Communications/Alumni Relations Director to coordinate efforts and ensure a variety of events and initiatives are covered
- Maintain weekly office hours for reporting
- Track weekly social media metrics, coordinate data and prepare weekly reports
- Complete social media tasks remotely, working on campus and using mobile devices. Specific hours needing to be worked will change from week to week, depending on events and activities happening in Drake Centre and off-site. 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:**

- Minimum of 3.0 institutional GPA.
- Personally active on social media, must have experience with Facebook, Twitter, Snapchat 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 Asper School in a polished and professional way
- Interest in pursuing a career in event management, marketing and /or communication an asset

**Other:**

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

**Salary** \$15.00 per hour

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

## Events Assistant – Bison Sports

### Duties:

- Assist the organizing committee to prepare and play a role in the successful delivery of the U SPORTS
- Women's Soccer National Championships hosted by Manitoba Bisons (November 9 - 12, 2017)
- 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:**

- 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** \$12.00 per hour

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

## Gallery Assistant - School of Art

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:

- Assist with cataloguing works of art in the permanent collection.
- Update exhibition and collection files with support material.
- Assist with installation of exhibitions and opening reception preparations.
- Monitor gallery exhibitions and provide information to gallery visitors about the work on display and gallery programming.
- 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:**

- 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** \$13.50 per hour

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

## Indigenous Social Media Assistant – Marketing and Communications Office (MCO)

### Duties:

- Under the guidance of the Marketing Communications Office, the successful candidate will provide a student perspective to the U of M's Indigenous social media channels
- Create and maintain a consistent voice, to be used in all social media communications
- Draft strategy for accounts as needed
- Administer the Indigenous social media channels, including existing Facebook and Twitter channels, and potentially Instagram and Snapchat
- 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 on the social media channels
- Coordinate takeovers
- Respond to any comments or questions on the social media channels in a timely and professional manner
- Monitor conversations on social media and join conversations where appropriate
- Attend weekly meetings with Marketing Communications Office, Indigenous Achievement and Indigenous Student Centre staff to coordinate efforts and ensure a variety of events and initiatives are covered
- Maintain weekly office hours for reporting
- Track weekly social media metrics, coordinate data and prepare weekly reports
- Complete social media tasks remotely, working on campus and using mobile devices. Specific hours needing to be worked will change from week to week. Manage time and log hours worked/tasks throughout the week
- Report on remote time and hours

### Competencies:

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:

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

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

## Indigenous Student Ambassador – UCREW Program

The “U” Crew will serve as recruitment assistants and role models in the U of M’s efforts to increase the number of Indigenous students on campus.

### Duties:

- Assisting the Indigenous Student Recruitment Officers and the Student Recruitment team in completing primary and secondary research related to student recruitment
- Collecting and compiling resource information and publications
- Assisting at campus events such as Counselors Seminar by serving as tour guides, greeters, facilitators, set up/clean-up crew
- Working at booths at career fairs and providing information about the university to prospective students
- Helping on campus departments such as the Indigenous Student Centre and the Access programs in roles requiring student or public contact (office reception, assisting at events, telephoning etc.)
- Speaking to groups of students/educators on and off campus about their own experiences as a U of M student
- Assisting in arranging for community visits
- Other duties as assigned

### Competencies:

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

- Facilitate group tours and feel comfortable with public speaking
- Coordinate small office projects
- Answer phone calls and answer student inquiries
- Manage time and schedule group tours/student visits
- Take lead at career fairs, managing set up and take down
- Create spreadsheets for data entry

### Job Requirements

#### Qualifications:

- Completed 2<sup>nd</sup> year in university preferred
- At least two (2) references are required
- Must be of Indigenous ancestry; Indigenous language an asset
- Knowledge or experience with Indigenous programs on campus an asset
- Experience in Indigenous cultures and history is preferred
- Interested in working with future university students on and off campus
- Outgoing and personable; reliable and responsible
- Good role model for future students
- Public speaking skills an asset
- Computer skills (word processing, database, excel) an asset

Salary \$11.00 - \$13.00 per hour

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

## International Marketing Coordinator – Asper School of Business

### 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 be responsible for generating new and innovative marketing ideas that will appeal to undergraduate business 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; fulfills required roles, participates in discussion to improve effectiveness.

#### Written Communication

- Writes reports and recommendations that are logically structured 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**

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 program to Asper students.

### **Qualifications:**

- Current student enrolled in the Asper School of Business
- Marketing or entrepreneurship majors 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
- Videography/video editing an asset
- Excellent written and verbal communication skills

The successful candidate will be required to work five hours per week. The schedule is generally flexible, but the candidate may occasionally be required to work at events outside core business hours. The term will run for roughly 21 weeks during the 2017-2018 academic year.

**Salary** \$15.90 per hour

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

## Mental Health Strategy Assistant - Student Affairs and Human Resources

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:

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

### 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

#### Digital Technology

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

### Job Requirements

**Qualifications:**

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

**Salary** \$17.00 - \$19.00 per hour

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

## Student Facilities and Equipment Assistant - Desautels Faculty of Music

### Duties:

- Assist the Facilities and Events Coordinator in classroom set up with required equipment.
- Assist with Instrument inventory and equipment move.
- Assist with administrative paper work associated with instrument inventory

### 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.

#### Problem-Solving

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

### Job Requirements

#### Qualifications:

- Student must be enrolled in Desautels Faculty of Music program.
- Must be familiar with, as well as the care and handling of various musical equipment.
- Must be able to lift instruments, music equipment, and small furnishings.
- Microsoft Office and Mac experience

**Salary** \$12.50 per hour

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

## Student Recruitment Assistant – Student Recruitment

### 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](http://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:

- 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.
- Availability on Fridays is preferred.

**Salary** \$11.66 per hour

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

## Student Social Media Assistant- Marketing Communications Office

### 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:**

- 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

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.





## Office, Administrative and Clerical

## Office Assistant - Student Advocacy and Accessibility

### Duties:

- Provide direct assistance to students (in person, telephone, email, online chat)
- Intake and 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:

- Excellent interpersonal skills (verbal, written)
- Ability to work in a confidential and professional office
- Can work as part of a team
- Can take directions
- Adapt to a busy and at times stressful environment

**Salary** \$13.50 per hour

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

## Office Assistant - UGME

### 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:

- Computer skills including Microsoft Office suite (Excel, Word)
- Strong organizational skills
- Comfortable in team settings

Salary \$11.75 per hour

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

## Student Administrative Assistant - Bison Football

### 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:**

- 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

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

## Student Assistant Coach – Bison's Women Soccer

### Duties:

The Student Assistant Coach will work under the direct supervision of the Bison Women's Soccer Head Coach Vanessa Martinez Lagunas and will assist in leading the team during the 2017-18 season and the first ever hosting in program's history of the 2017 U SPORTS Women's Soccer National Championship from November 9-12.

The candidate would become a part of the leadership team for the program and would be involved in a wide array of projects involved in sport coaching/management, which may include:

- helping coach at practices and competitions
- team scheduling/itinerary coordination
- assist with team training and research
- assist with video work (scouting and analysis)
- promoting home competitions, fundraising, and/or recruiting activities
- planning and organization of special events
- other miscellaneous activities as assigned by the head coach

### 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

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

#### Leadership

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

#### Planning and Organizing

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

### **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.

### **Job Requirements**

#### **Qualifications:**

- Soccer playing and/or coaching experience
- Planning and organizational skills
- Experience in coordinating projects
- Responsible, reliable, trustworthy
- Pro-active and dynamic
- Excellent interpersonal skills
- Excellent communications and time management skills
- Proficiency in the use of computers and software such as but not limited to Windows, Microsoft Office applications including Word, PowerPoint, Excel, etc.
- Must be able to demonstrate tact, diplomacy, professionalism, and respect for confidentiality.
- Satisfactory work record, including satisfactory attendance and punctuality, is required.
- This position requires untraditional work hours such as weekends and evenings

**Salary** \$12.00 per hour

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

## Student Office Assistant - St. Paul's College

### Duties:

The student will work with the Senior College Assistant as a receptionist in the general office assisting students, staff and faculty of St. Paul's College. The student will also 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:

- A working knowledge of MS Office software is required.
- Experience as a receptionist or office assistant is preferred.
- Experience in basic accounting or bookkeeping is an asset.

**Salary** \$11.66 per hour

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.



## Student Program Assistant - Student Accessibility Services

### 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.

- Data entry in Student database
- Equipment (Audio visual) inventory and updates
- Inventory of office supplies and paper
- Copier and printer maintenance
- Level 1-4 Evaluations & schedule, Photocopying
- 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
- Provide coverage for Program Assistant as required
- Keep resource room library organized
- 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:

#### Written Communication

- Condense information/produce concise summary notes accurately with correct grammar, punctuation and spelling.
- Write letters and reports that are logically structured and contain all relevant information.
- Adapt writing style in consideration of different audiences (example: EAL students).
- Communicate professionally via email to other campus departments. Learn how to prepare professional and official documents for students and agents..

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

### **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.

### **Analysis and Research**

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

### **Digital Technology**

- Perform 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**

- 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.

### **Job Requirements**

#### **Qualifications:**

- 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** \$12.00 per hour

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.



## Research and Laboratory

## Glaze Research Assistant – School of Art

### Duties:

The Glaze Research Assistant will work with the Ceramic Studio Monitor and the Area Technician to assist in creating a digital glaze database and studio sample reference board. The Glaze Research Assistant will test a series of base glazes and colour variations at different temperature ranges, and will learn to experiment with new materials and processes in glaze technology. The test results will be used to update and expand the glaze resources available to students and faculty.

The successful applicant will help establish a new glaze repertoire for the ceramic studio through creating small samples in the form of ceramic test tiles that will be displayed in the glaze room as an accessible, visual reference. The successful candidate will document all the test results, and record the photographs and related information in a digital database, which will be made available online to all ceramics students, staff, and faculty.

The Glaze Research Assistant will be expected to maintain and update the glaze database as it continues to grow and evolve, and create a procedure manual for future continuity.

### Competencies:

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

#### Leadership

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

#### Planning and Organizing

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

#### Problem-Solving

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

#### Analysis and Research

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

#### Numeracy: Able to carry out mathematical operations/understand data

- Perform calculations for adding, subtracting, multiplying and dividing, understanding percentages and converting between fractions and decimals.

#### Digital Technology

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

### **Presentation Skills**

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

### **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:**

- Must have completed 6CH of 2000 level ceramics related classes
- Experience working with ceramic materials
- Experience with test tiles and glaze application
- Experience loading and firing computer controlled electric kilns
- Ability to work independently
- Basic digital photography skills
- Basic computer skills and access to a computer

**Salary** TBA

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

## Research and Data Synthesis Intern – International Centre

The International Centre is responsible for coordinating and facilitating the international activities of the University of Manitoba. This includes welcoming and supporting over 5,000 international students from more than 100 countries to our campuses, as well as serving the larger university community through coordination of international partnerships, student mobility, and visiting delegations.

The Research and Data Synthesis Internship will provide the opportunity to gain an understanding of international partnerships and mobility opportunities in the International Centre. This position supports the UM International Strategy, in which the research and synthesis of data will allow team members to reach our strategic objectives.

Reporting directly to the Partnership and Mobility Lead, the Research & Data Analysis Intern shall:

- Work with team members to compile, synthesize and format data from multiple sources to support recruitment, promotion and the reporting of international activities for U of M students, faculty and staff.
- Develop customized reports and information packages on institutional and departmental international activities managed by the International Centre.
- Collect information from our international partners in order to update existing information and promotional items.
- Research international opportunities for U of M students and compile information into a student-friendly format.
- Review and organize computer files and folders.
- Other administrative projects and tasks as needed.

### Competencies:

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

#### Problem-Solving

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

#### Numeracy: Able to carry out mathematical operations/understand data

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

#### Research and Analysis

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

#### Planning and Organizing

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

#### Teamwork

- Actively contributes to team projects/tasks; fulfils requires role, participates in discussion to improve effectiveness.

### Job Requirements

**Qualifications:**

- Preference for graduate students or 3rd-4th-year undergraduates.
- Excellent computer skills including advanced proficiency in Microsoft Word and Excel are required.
- Excellent written communication skills are required.
- Interest in pursuing international experience is preferred.
- Previous travel and/or intercultural experience are preferred.
- Prior participant in international programs/education is preferred.

**Other:**

- Personal and professional development opportunities through the year.
- Flexible work hours (5-10 hours/week).

**Salary** \$16.96 per hour

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.



## Research Assistant – College of Nursing

### Duties:

Primarily responsible for working on the follow-up survey of new graduates from Manitoba nursing schools. Duties for this project will include:

- Conducting survey data collection over the phone,
- Assisting with data analysis and report preparation
- Will also provide research support services to members of the MCNHR including literature and information searches,
- Assistance with online applications and CVs and assistance with preparation of reports and poster presentations.

### Competencies:

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

Research Assistant positions are an exciting opportunity for undergraduate and graduate nursing students to gain hands-on research experience on a part-time basis while enrolled in nursing. Students also get the opportunity to work in a supportive research environment with other experienced research assistants.

### 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.

### 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 and Oral Communication

- Write letters and reports that are logically structured and contain all relevant information.
- Ask and answer questions, clarify, and summarize what others are communicating.

### Numeracy: able to carry out arithmetic operations/understand data

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

### Job Requirements

#### Qualifications:

- Must be a student enrolled in the undergraduate or graduate program in Nursing.
- Demonstrated ability in using computer software related to word processing and data management and analysis.
- Excellent verbal and written communication skills required.

- Strong interpersonal skills required in dealing with students, staff, faculty and the general public, in person or on the phone.
- Ability to work independently as well as part of a team.
- Attention to detail and accuracy is essential.
- Previous experience working as a research assistant is an asset

*Other:*

- Required to work variable hours (5-15 hours/week) during the Fall and Winter academic terms.
- Must be able to work morning, afternoon and early evening shifts on a flexible schedule.

**Salary** \$15.79 per hour

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

## Research Assistant – Athletic Therapy Lab

### Duties:

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

### Duties will include:

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

### Competencies:

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

#### Leadership

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

#### Planning and Organizing

- Effectively apply organizing and planning skills to manage work.

#### Problem-Solving

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

#### Analysis and Research

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

### **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:**

- Knowledge of human physiology and/or anatomy is an asset.
- Knowledge of the reference manager, Mendeley, is an asset.
- Knowledge of Microsoft Office (Word and Excel) is required.
- Excellent verbal and written communication and interpersonal skills required.
- Ability to follow direction and work independently required.
- Attention to detail is essential.

#### *Other:*

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

**Salary** \$15.00 per hour

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

## Research Assistant - CREATE H2O, CHRR

### 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
- Assist program coordinator with pre-conference planning

### 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 and Organizing

- 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.

#### Teamwork

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

#### 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:

- 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

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

## Research Assistant- Centre for Human Rights Research

### 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
- Required to work four (4) hours per week.

**Salary** \$15.00 per hour

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

## Student Research Assistant - Centre on Aging

### Duties:

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

### 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:**

- 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.

*Other:*

- 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

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.



## Student Research Analyst (Climate Change) - Office of Sustainability

### Duties:

Working with the director - sustainability, project coordinator, physical plant and campus planning personnel and contracted consultants, the Climate Change Action Research Assistant will assist with updating the University of Manitoba climate initiatives and engage the University Community on an Action Plan. The Climate Action Research Analyst will work assist with the development and promotion of events for the campus community that focus on solutions to climate change issues all the while seeking opportunity to identify and incorporate indigenous knowledge on environmental protection and conservation as pathways to climate change mitigation.

The Climate Change Action Research Assistant will also research key climate change related policies, issues, and initiatives, assist with the development of educational and promotional materials for the University's climate work, as needed.

### Competencies:

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

The successful candidate will have the opportunity to build the following skills:

- Conducting literature reviews, interviews and field research on sustainability issues.
- Preparing analytical briefings, reports and presentations on sustainability issues.
- Supporting sustainability project teams through documentation and facilitation.
- Participating as part of the Office of Sustainability team to implement sustainability initiatives.
- Develop excellent interpersonal, verbal and written communication skills.
- Learn how to deal effectively with staff, students and the public.
- Develop exceptional time management skills.
- Learn how to work independently as a member of a team under time constraints.

### Job Requirements

#### Qualifications:

- 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, and 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

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

## Student Research Analyst (Transportation Options) - Office of Sustainability

### Duties:

The University's Office of Sustainability is seeking a Student Marketing Coordinator to conduct research around the implementation of the sustainable transportation strategy and to support the Office in engaging the community around transportation options.

The Office of Sustainability is an advocate, champion and community support for sustainable development at the University, and is working to ensure the community is aware of and has the knowledge and capacity to use a range of transportation options.

The ideal candidate would have a passion for sustainable development, experience with a variety of transportation options (such as busing, biking, walking and carpooling) and an interest in applying a creative approach to making change. Robust English writing skills and experience using Adobe Creative Suite are essential, and experience with community engagement, event planning and public speaking would be an asset.

### Competencies:

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

The successful candidate will have the opportunity to build the following skills:

- Conducting literature reviews, interviews and field research on sustainability issues.
- Preparing analytical briefings, reports and presentations on sustainability issues.
- Supporting sustainability project teams through documentation and facilitation.
- Participating as part of the Office of Sustainability team to implement sustainability initiatives.
- Develop excellent interpersonal, verbal and written communication skills.
- Learn how to deal effectively with staff, students and the public.
- Develop exceptional time management skills.
- Learn how to work independently as a member of a team under time constraints.

### Job Requirements

#### Qualifications:

- 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, and 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

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

## Student Research Assistant, Department of Anthropology

### Duties:

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

### 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.

### 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:

- Knowledge of computers, archaeology or relevant experience;
- AutoCad;
- ArcGIS; and/or
- Endnote;

Salary \$15.00 per hour

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

## Student Research Assistant, Neuroscience Research Program, Bannatyne

**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 participates 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:

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

Salary \$12.00 per hour

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.



# Student Service





## Admissions Assistants (2) - Admissions, Enrolment Services

### 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:

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

**Salary** \$14.51 per hour

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

## Awards Establishment Assistant - Financial Aid and Awards

### Duties:

- General clerical duties including filing, data entry, creating spreadsheets, and using office databases.
- Assisting the Awards Establishment Coordinators.

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

#### Teamwork

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

#### Planning and Organizing

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

#### Problem Solving Skills

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

#### Digital Technology Skills

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

#### Personal Management

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

### Job Requirements

#### Qualifications:

- Provides excellent customer service
- Conducts oneself in a positive and professional manner

- Demonstrates strong organizational and time management skills
- Ability to multitask and take direction from multiple sources

**Salary** \$11.66 per hour

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

## Child Care Assistants (2) - PlayCare Centre

### 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:

- Minimum 18 years.
- Must possess or be willing to obtain:
  - Child Care Assistant classification
  - Emergency First Aid and CPR Certificate.
- Must apply and be approved for:
  - Criminal Record Check
  - Child Abuse Registry check

Salary \$12.72 per hour

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

## Financial Aid and Awards Assistant - Financial Aid and Awards

### 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:

#### Written Communication

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

#### Oral Communication

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

#### Teamwork

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

#### Planning and Organizing

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

#### Problem Solving Skills

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

#### Digital Technology Skills

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

#### Personal Management

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

### Job Requirements

#### Qualifications:

- Provides excellent customer service

- Conducts oneself in a positive and professional manner
- Demonstrates strong organizational and time management skills
- Ability to multitask and take direction from multiple sources

**Salary** \$11.66 per hour

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

## Junior Accessibility Advisor – Student Accessibility Services

### Duties:

The Junior Accessibility Advisor will be assisting students with disabilities at the University of Manitoba. The advisor will assist the staff in completing preparation work for programs in Student Accessibility Services, i.e. ASL-English interpretation, transcription, note-taking, and volunteer notesharing program organization. Student will also assist with invigilation of exams at the SAS exam centre and the Confidential Intake Officer at the main desk. The student will shadow student-advisor meetings and learn the basics of the Accessibility Advisor role. If appropriate, the junior advisor will meet with students and organize support services.

### 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 present ideas.

#### Teamwork

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

#### Written Communication

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

#### 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

#### Other

- Follow procedures to ensure a secure environment for SAS programs.

### Job Requirements

#### Qualifications:

- Experience working with people with disabilities.
- Students with education, science, (Medicine), social work, psychology interests would be a good fit.
- Knowledge of assistive technology and/or alternate format production would be an asset.
- Full time student in Fall & Winter terms; have a 2017-2018 government loan OR have full Indigenous sponsorship.

Salary \$12.00 per hour



**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

## Junior Assistive Technologist – Student Accessibility Services

### Duties:

The Junior Assistive Technologist will be working to provide training and assistance to students with disabilities. The Junior Assistive technologist will help the Assistive Technologist with:

- Alternate format ordering to the Province of Manitoba,
- Alternate format conversion, i.e. braille, large print, kesi files, audio to written,
- Assistive technology training on kurzweil, zoomtext, read and write gold
- Classroom equipment placement.

The Junior Assistive technologist will also be available for student help desk requests and office hours in the Assistive Technology Lab.

### 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 present ideas.

#### Planning and Organizing

- Effectively apply organizing and planning skills to manage work.

#### Digital Technology

- Demonstrate in depth knowledge of assistive technology software and alternate format production

#### Analysis and Research

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

#### Other

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

### Job Requirements

#### Qualifications:

- Experience working with people with disabilities.
- Experience with computer software or technical applications of software.
- Knowledge of assistive technology and/or alternate format production would be an asset.
- Full time student in Fall & Winter terms; have a 2017-2018 government loan OR have full Indigenous sponsorship.

Salary \$12.00 per hour

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

## Junior Student Advocate – Student Affairs

### Duties:

- Manage student caseload assigned on applicant's previous training and experience in conflict resolution and knowledge of University rules/regulations
- Provide advice and assistance to students regarding academic misconduct and administrative
- Perform front desk tasks (reception, intake)
- Assist with Student Advocacy project work
- Assist with the development and delivery of presentations
- Assist with administrative tasks (e.g. filing, photocopying)

### Competencies:

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

#### Oral Communication

- Provide clear and relevant information, map out options, while supporting, educating and providing feedback.

#### Written Communication

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

#### Problem-Solving

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

#### Personal Management

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

#### Digital Technology

- Demonstrate proficiency in using in Microsoft office, online searches, sending and receiving email, and inputting data into customized case management systems

### Job Requirements

#### Qualifications:

- Excellent interpersonal skills (verbal, written)
- Ability to work individually as well as part of a team
- Possess high degree of professionalism and diplomacy
- Ability to work in a confidential and professional office
- Ability to work in a busy and stressful work environment
- Proficiency in using computer and related office software (Microsoft office)
- Record keeping and filing
- Enthusiasm for helping students

- Preference given to students with relevant training (mental health first aid for youth, ASIST etc.)

**Salary** \$17.00 per hour

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

## Lead Invigilator – Student Accessibility Services

### Duties:

- Invigilate/proctor students writing tests in the exam centre including:
- Carefully monitor students writing tests and exams
- Ensure test/exam cheating is not taking place and follow appropriate procedures, including confiscation of unauthorized material, if cheating is found or suspected.
- Set up adaptive equipment (CCTV, podium, Kurzweil 3000, Dragon, Word)
- Phone, email or walk to the classroom to contact instructor if a student has a question regarding the test/exam
- Act as scribe or reader for students writing tests/exams at Student Accessibility Services, as needed
- Assist the Exam Centre Administrator with the training of invigilators, part-time Exam Centre staff and volunteers
- Receive and process test booking requests
- Call instructors to remind them of upcoming tests/exams being written at Student Accessibility Services
- Receive tests/exams from instructors

### 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:

We are looking for someone with experience overseeing tests and exams:

- Experience with Microsoft Office.
- Experience working with students with disabilities would be an asset.
- Experience with test invigilation
- Must be in the 4th year of their program or have completed at least one degree.
- 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** \$14.00 per hour

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

## Mentorship Programs Assistant – Student Life

### Duties:

#### *Mentorship Program 45%*

- Assist with the management, motivation, and discipline of volunteers in the mentorship program
- Recruit mentors from various faculties to partner with new students in the same faculty
- Promote the mentorship program to faculties and departments and answer questions regarding the program
- Work with Student Recruitment to promote to new incoming students
- Review mentee applications and assign to mentors based on their faculty and preference
- Review mentor applications and assign to mentees based on their faculty and preferences
- Conduct interviews with prospective mentors
- Assist in developing campus-wide partnerships to support discourse across co-existing mentoring programs

#### *Communications & Managing Information 35%*

- Set deadlines for monthly reports from mentors on their progress, challenges and success
- Review monthly reports and provide feedback to mentors
- Schedule monthly in-person check-in meetings with mentors as needed
- Regularly communicate with mentors and mentees regarding questions, concerns and/or challenges
- Create The Explorer newsletter and send it out on the 1<sup>st</sup> and 15<sup>th</sup> of each month (academic year)

#### *Orientation and Recruitment Events 10%*

- Attend Fall Orientation to promote the mentorship program to new students and senior students
- Attend the Open House and Evening of Excellence booths to promote the mentorship program to potential students (academic year)

#### *Administrative & Organization 10%*

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

#### *Other duties as assigned*

### Competencies:

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

#### Written Communication

- Write reports that contain relevant information
- Adapt writing style in consideration of different audiences

#### Teamwork



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

### **Planning and Organizing**

- Enhance ability to plan events, assigning learning outcomes and project goals and developing strategies to accomplish stated goals
- Enhance time management skills and the ability to prioritize work load
- Ability to coordinate large amounts of students at an event

### **Problem Solving Skills**

- Enhance your ability to make on the spot decisions by assessing all available information during stressful situations.

### **Job Requirements**

#### **Qualifications:**

##### *Experience*

- Prior experience with Student Life programs, particularly the New Student Peer Mentorship Program is strongly desired
- Previous experience in program planning, volunteer organization and event management is an asset
- Previous experience working in a clerical/office setting is an asset

##### *Skills*

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

##### *Abilities*

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

**Salary** \$13.00 per hour

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

## Métis Inclusion Assistant – Indigenous Student Centre

### Duties:

The Métis Inclusion Assistant will primarily work with the Métis Inclusion Coordinator and provide assistance in organizing meetings, developing project goals and creating events to enhance the support and celebration of Métis students. The description of Métis Inclusion can be found at [http://umanitoba.ca/admin/indigenous\\_connect/Indigenous-Initiatives-Fund.html](http://umanitoba.ca/admin/indigenous_connect/Indigenous-Initiatives-Fund.html).

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

### Duties may include:

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

### Competencies:

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. Is open and supportive of the 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:**

- 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

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

## Ooshka-Abe (2) - Indigenous Student Centre

### 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:

- 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

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

## Orientation Programs Assistant – University 1

### Duties:

The Orientation Programs Assistant reports directly to the Orientation and Transitions Coordinator (herein referred to as the Supervisor). S/he helps in supporting 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 Orientation Programs Assistant is directly involved in the planning, facilitation, evaluation, and development of Orientation programs and events. A key focus of this position during the summer months includes coordinating volunteer efforts and programming details during Head Start and Fall Orientation 2017. Efforts may be focused on coordinating existing volunteers for these events. This may include coordinating the recruitment, selection, and hiring of Team Leader Captains and Team Leader Co-Captains, and working with this group in a supervisory and supportive capacity.

The Orientation Programs Assistant is directly involved in the planning, implementation and risk management of several aspects of the University of Manitoba's spring and fall orientation programs and initiatives. This role is also responsible for assisting with the development of the master schedule, and ensuring that both students and colleagues are informed as to the plans for upcoming orientation events. Finally, this position is responsible for the post-event evaluation of Orientation programs and events.

### PRIMARY PURPOSE OF THE POSITION

#### *Orientation Events 70%*

- Coordinate the recruitment, selection, and hiring of Team Leader Captains and Team Leader Co-Captains (the "Orientation Team")
- In collaboration with the supervisor, determine Volunteer requirements and involvement in all aspects of Orientation
- In collaboration with the supervisor and Orientation Team, develop several strategies to communicate with volunteers over the summer and during events
- In collaboration with the supervisor and Orientation Team, develop all necessary training and training resources, (e.g. online or in-person presentations, volunteer manual, etc.)

#### Orientation Programs Assistant

- Support Team Leader Captains in assigning volunteers to tasks
- Coordinate orientation volunteers, and create and maintain orientation volunteer schedules
- Plan and coordinate logistics and bookings including: room bookings, invoices, session & presenter scheduling, audio-visual equipment/set-up, and liaise with performers, vendors, sponsors and coordinate parking
- Organize and coordinate the division of new undergraduate students at the Fort Garry Campus into orientation groups
- Support the planning and coordination of Orientation Programs (these may include but are not limited to Head Start, Summer Tours, Bannatyne Student

Orientation, Graduate Student Orientation, and New Student Orientation (the two-day September Program), Mature/Transfer Student Orientation)

- Work collaboratively with others to develop presentation content for various orientation programs
- Manage each Orientation/special event (delegating tasks, problem-solving) with the Orientation and Transitions Coordinator
- Plan and implement regular Volunteer community-building and engagement efforts
- Develop and deliver the recognition and thank you strategy for all volunteers following major events
- Ensure team stays under budget for events and programming by maintaining fiscal responsibility
- Liaise with Physical Plant and UMREG for outdoor set-ups and take downs, as well as UMSU/GSA and student groups involved in programming

*Communications & Managing Information 15%*

- Ensure all communications on behalf of Orientation and Student Life reflects the University of Manitoba's values and the mission of Orientation
- Act as the point person for answering all new student communications (emails, phone calls, etc.) related to Orientation or starting as a student at the University of Manitoba
- With the guidance and support of the supervisor and Marketing Communications Office, develop and maintain written web content, and develop and distribute new student communication pieces (e.g. hard-copy information mailouts, new student welcome & reminder emails, etc.)
- Organize and coordinate the information management efforts during orientation events (e.g. master schedules, master student database, attendance & check-in forms, photo releases, etc.)
- Liaise with and inform other units on campus (e.g. Marketing and Communications Office, various Student Affairs departments, UMSU/GSA, etc.) and assist with post-event recognition
- With the guidance and support of the supervisor, coordinate the evaluation process for all audiences of every Orientation Program (e.g. new students, families/friends, campus partners) and help develop the Orientation Final Report

*Administrative & Organization 15%*

- Record and keep accurate records of volunteer involvement for Orientation training and events
- Track volunteer hours in a database for Co-Curricular Record recognition
- Compile evaluation results and summarize findings and recommendations in post-event report
- Write event action and animation plans for all aspects of Orientation
- Update Critical Path / Timeline Report on a daily/weekly basis
- Assist with the organization and keeping of Orientation files
- Assist in the organization and maintenance of Orientation storerooms
- Other duties as assigned, including assisting other Student Life staff with tasks, as necessary

*Additional projects could be determined depending on interests, experience, and skill.*

## **SUPERVISORY RESPONSIBILITIES**

This position is responsible for the supervision of student volunteers. With the support and guidance of the supervisor, the incumbent will oversee volunteer management efforts, including volunteer

recruitment and selection, training, work distribution, discipline, organization and motivation of students.

## **SUPERVISION RECEIVED**

This position shall receive detailed verbal/written instruction, and in time will develop independence with occasional referrals to the supervisor.

### **Competencies:**

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

- **WRITTEN COMMUNICATION**
- **ORAL COMMUNICATION**
- **TEAMWORK**
- **LEADERSHIP**
- **PLANNING AND ORGANIZING**
- **PROBLEM SOLVING SKILLS**
- **ANALYSIS AND RESEARCH**
- **NUMERACY: able to carry out arithmetic operations/understand data**
- **DIGITAL TECHNOLOGY SKILLS**
- **PRESENTATION SKILLS**
- **PERSONAL MANAGEMENT**

## **Job Requirements**

### **Qualifications:**

#### *Minimum Formal Education/Training Requirements*

Orientation Programs Assistant (updated January 17, 2017)

- Enrolled as a current student at the University of Manitoba (must be returning to academic studies in September 2017) and registered in a minimum of 18 credit hours
- Must be in good academic standing (minimum of 2.5 GPA)

### Experience

- Prior experience with Student Life programs, particularly the University of Manitoba Student Volunteer Program (UMVP) in an orientation capacity is strongly desired
- Previous experience in program planning, volunteer organization and event management is an asset
- Previous experience working in a clerical/office setting is an asset

### Skills

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



### Abilities

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

### *Other Job-Related Qualifications that may be preferred*

- Enrollment in Recreation Management and Community Development, Education, Commerce, or a related discipline
- High level of commitment to the University of Manitoba community, its Strategic Planning Framework, and to the mission of Student Affairs
- An understanding of the needs of the University of Manitoba student body
- An understanding of Volunteer management best practices (CAVR Standards of Practice)
- Awareness about the fundamental importance and purpose of Orientation (CAS Standards)

### REQUIRED DATES

The following are a list of required dates. Applicants are encouraged to highlight any additional summer commitments (academic and non-academic) in their application; greater flexibility could be granted with more advance notice. Attending regular Orientation Volunteer training sessions are also required (approx. 1 – 4 hours each), but scheduling upon selection of the team.

Fully attending and participating in all Orientation-related events, which may include, but is not limited to:

- Select evenings from May – August Orientation Volunteer and Peer Mentor training
- August (dates TBD) Bannatyne Orientation
- September 1 – 4 Fort Garry Orientation Prep
- Tuesday, September 5 Fort Garry Orientation
- Wednesday, September 6 Fort Garry Orientation

Other dates of importance include:

- Select Fridays in July and August for Summer Tours

**Salary** TBA

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

## Poverty Awareness & Community Action Workshop Assistant - Community Service Learning

### Duties:

The CSL PACA Workshop Assistant will be responsible for coordinating PACA workshops for Community Service-Learning training and by faculty request, as well as manage the email and schedule, maintain the kit, and promote the workshop to campus and community partners.

**Please note:** The Workshop Assistant will have a base number of hours to use for promotion, resource development, and the facilitation of two in-house workshops. In addition to 100 base hours, the Workshop Assistant will be responsible for scheduling additional workshops on a cost-recovery basis, around their academic schedule.

### *Resource Development and Management*

- Research and develop relevant and representative family and service-provider profiles for the Poverty Awareness & Community Action role play
- Assemble and maintain current and archived workshop kits
- Develop and implement an inventory and storage system
- Develop and implement a kit rebuild process

### *Program Promotion and Communications*

- Manage the email for the PACA workshop
- Develop a faculty engagement guide for the PACA workshop, including cost, room booking options, volunteer recruitment, and more
- Standardize workshop booking process
- Increase PACA workshop bookings by staff and faculty
- Liaise with students, staff, faculty, community partners, and vendors to promote, recruit for, coordinate, and assess workshops
- Develop, distribute, and display promotional materials
- Assist with promotions through newsletters, social media, the CSL website, and Community Link

### *Program Coordination*

- Coordinate all logistical needs for the PACA workshop, including room bookings, set-up, catering, audiovisual equipment, supplies, etc.
- Manage workshop schedule to maximize staff/faculty bookings and student participation
- Develop digital and physical filing system for student and program data, program resources, and other documents
- Digitize and archive workshop notes, feedback, program resources, and other materials
- Develop a schedule for destruction of confidential physical and digital files
- Develop and implement a robust community engagement strategy for recruiting and maintaining a team of speakers with lived experience with poverty

### *Volunteer Coordination*

- Develop and implement a volunteer recruitment and coordination strategy
- Recruit and train a team of exceptional volunteers for set-up, role play, teardown, and kit rebuild
- Manage volunteer schedules and communications

- Assess and provide feedback on volunteer performance
- Maintain and properly store volunteer records
- Submit appropriate forms for Co-Curricular Record recognition

**Competencies:**

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

**Written Communication**

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

**Oral Communication**

- 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**

- 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**

- Proactively plans and manages work when under pressure; monitors results through to successful completion.

**Problem-Solving**

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

**Analysis and Research**

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

**Digital Technology**

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

**Job Requirements****Qualifications:***Minimum Formal Education/Training Requirements*

- Education or training in a relevant discipline is strongly preferred, e.g., Social Work, Education, Community Health Sciences

*Experience*

- Education, training, or experience working with low-income populations, or lived experience as a person living in poverty, is required
- Prior experience with the U of M Poverty Awareness & Community Action workshop or United Way's Living on the Edge Poverty Simulation is strongly preferred
- Education, training, or experience working with Indigenous and Newcomer populations, or self-identification, is preferred
- Prior experience with Student Life or Community Service-Learning programs is an asset

### *Skills*

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

### *Abilities*

- Work effectively with students, staff, faculty, and community members of diverse educational, age, racial, ethnic, and cultural backgrounds
- Maintain privacy and confidentiality with respect to all communications and records to the extent protected under the law and statements of ethical practice
- Develop and maintain proactive relationships with all key constituents including students, faculty, and staff, administrators, team members, sponsors and members of the community
- Manage multiple priorities with competing deadlines
- Work independently, showing self-motivation and initiative
- Work cooperatively as part of a team
- Assess situations and determine appropriate action
- Spend up to 8 hours standing or walking and lift up to 20lbs

### *Other Job Related Qualifications that may be preferred*

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

**Salary** \$12.00 - \$15.00 per hour

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

## Recreation Assistant - Recreation Services

### 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

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

#### Communication Skills (Oral and Written)

- Ask and answer questions, clarify, and summarize what others are communicating.
- Adapt writing style in consideration of different audiences.

#### Leadership

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

#### Planning and Organizing

- Effectively apply organizing and planning skills to manage work.

#### Problem-Solving

- 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.

### Job Requirements

#### Qualifications:

- 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

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

## Student Career Service Advisors (2) – Career Services

### 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:**

- 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

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

## Student Engagement Assistant – Indigenous Student Centre

### 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 (IPMP) and the other is a student leadership program (ICE). Descriptions of these programs can be found at <http://umanitoba.ca/student/indigenous/>.

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

Duties may include:

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

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

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

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

### 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:**

- 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

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.



# Technical

## Accounting Assistant – Faculty of Architecture

### Duties:

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

### Competencies:

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

#### Numeracy

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

#### Analysis and Research

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

#### Oral Communication

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

#### Teamwork

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

#### Problem Solving

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

#### Planning and Organizing

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

#### Digital Technology

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

#### Personal Management

- Manage time and competing priorities effectively.

### Job Requirements

#### Qualifications:

- Knowledge of basic accounting principles and routines required
- Excellent attention to detail and sound problem solving skills

- Excellent communication and organizational skills, both verbal and written
- Ability to work both independently and with a team
- Ability to work under pressure with speed and accuracy
- Proficiency in utilizing Microsoft Office (Word, Excel, Access, Outlook), internet

**Salary** \$15.00 per hour

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

## Architectural/Engineering Student

### Duties:

The Architectural & Engineering department is currently seeking an enthusiastic and motivated Architectural or Engineering Student for a part-time position for the 2017/18 school year. The successful candidate will have the opportunity to work directly with Architectural, Engineering, and Project Management professionals and gain valuable exposure to a variety of project types, processes, and methods. This position will be responsible for completing basic architectural or engineering assignments, receiving specific and detailed instruction within an architectural and engineering practice.

- Prepares and modifies architectural or engineering documents, elevations, sections, details, etc. utilizing AutoCAD
- Develops solutions to technical and design problems following established standards
- Assists Project Leads with the development and issuing of contract documentation
- Assists the Project Leads with developing and issuing a variety of client related communications
- Assists the Design Team with development of presentation plans and materials
- Fosters a commitment to external and internal client service

### Competencies:

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

This position is a great opportunity to build upon **teamwork** and **technical skills**. The successful candidate will have the opportunity to work directly with Architectural, Engineering, and Project Management professionals and gain valuable exposure to a variety of project types, processes, and methods. This position will be responsible for completing basic architectural or engineering assignments, receiving specific and detailed instruction within an A&E practice.

### Job Requirements

#### Qualifications:

- Basic working knowledge of AutoCAD
- Knowledge of Architectural/Engineering graphic standards and construction drawings
- Proficiency in MS Office Suite, including Word, Excel, PowerPoint, and Outlook
- Proficiency with verbal and written English language
- Ability to effectively meet deadlines
- Ability to work in team environment
- Knowledge of sustainability, integrated design, and LEED guidelines is an asset
- Previous internship with an architectural, engineering, or interior design firm is an asset

Salary TBA

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

## Computer Lab Assistant - Faculty of Education

### 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

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

#### Digital Technology Skills

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

#### Personal Management

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

#### Presentation Skills

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

### Job Requirements

#### Qualifications:

- 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

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

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

### 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:

#### Written Communication

- Write instructions and technical reports that are logically structured and contain all relevant information.
- The Media Lab will be producing in depth text and video tutorials for lab software, the Media Lab Assistant will play a major role in preparing these materials.

#### Oral Communication

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

#### 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.

#### Leadership

- Take initiative in leading, supporting and motivating others in developing individual skills or tasks to achieve goals.
- Proactively plan and manage work; monitor 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.

#### Presentation skills

- Prepare and present advanced information with clarity with the ability to respond to questions in a timely manner.
- The Media Lab Assistant will be asked to assist the Media Lab Technician in workshop instruction. Advance research and planning will be required.

#### 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.

#### **Problem Solving Skills**

- Use problem solving strategies to identify and resolve problems, issues and determine solutions, especially technical problems for which the Media Lab Assistant does not have immediately knowledge of.
- The Media Lab offers a busy and social atmosphere. The Media Lab technician will have many opportunities to give and receive instruction and guidance.

#### **Job Requirements**

##### **Qualifications:**

- Basic knowledge of Mac OS X operating system is preferred.
- Course or research interest in the Digital Humanities preferred
- Knowledge of Adobe CS, Final Cut Pro, 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

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

## Fabrication Assistant – Digital Fabrication Laboratory

### Duties:

- Provide technical support to users of the Fabrication Labs
- Assist students in using software and equipment in the Digital Fabrication Lab (E2-220)
- Maintain the cleanliness of the lab, workstations, and equipment.
- Prepare the lab and equipment for bookings.
- Circulate among students in the lab to answer questions.
- Sign out equipment to authorized students and staff.
- Operate fabrication equipment (such as laser cutters, 3D printers and other equipment) to facilitate student research and learning.
- Design parts and fabricate pieces for courses attached to the lab space.
- Occasionally assist in research or education related fabrication.
- Perform other duties as assigned.

### 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.

#### Teamwork

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

#### Leadership

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

#### Planning and Organizing

- Effectively apply organizing and planning skills to manage work.

#### Problem Solving Skills

- 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.

#### Digital Technology Skills

- Perform fabrication related tasks and learn to become competent with a wide range of fabrication related skills.
- Demonstrate in depth knowledge of various types of fabrication equipment and techniques used in the engineering design process

## Job Requirements

### Qualifications:

- Minimum of 2.8 institutional GPA.
- Current student enrolled in the Faculty of Engineering
- Biosystems, ECE or Mechanical students preferred
- Experience with 3D Design (CAD) specifically in Solidworks or AutoCAD
- Experience in hands-on-work (specifically fabrication) is an asset
- Graphic design skills an asset
- Excellent written and verbal communication skills

**Salary** \$15.50 per hour

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

## Graphic Design Assistant – Faculty of Architecture

### Duties:

- Create, design and layout graphics communication for various communications for the Faculty of Architecture.
- Updates Faculty of Architecture website.
- Help manage social media accounts for the Faculty of Architecture including joining conversations where appropriate and posting events in a timely manner to the social media accounts.
- Act as photographer for events 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.

#### Oral Communication

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

#### 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. Work with tight deadlines and at a fast pace.

#### Digital Technology

- Work with a range of software including photography, design programs and website management tools.

#### Personal Management

- Manage time and competing priorities effectively.

### Job Requirements

#### Qualifications:

- 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.
- Excellent attention to detail.
- Ability to work both independently and with a team.
- Creative thinker with an eye for detail.
- Highly visual creative interest with strong photography skills.
- Ability to represent the Faculty in a polished and professional way.
- Proficient in use of design Software, including InDesign and Photoshop.

Salary \$13.00 per hour

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

## Herbarium Database Technician - Department of Biological Sciences

### 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:

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

**Salary** \$11.66 per hour

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.

## Land Use Planner for traditional territories – Natural Resources Institute

### Duties:

You will assist in developing a land use plan for two First Nation communities in Island Lake using traditional land use maps and resource identification. You will also develop maps that combine different layers to tell a story using Adobe Illustrator to assist with beautifying maps and charts. If you have statistical skills you will analyze a georeferenced database of different land uses for statistics and patterns.

- Analyzing database of information on the spatial use of land.
- Using GIS to map
- Converting ArcGIS to google map pro.
- Using Adobe Illustrator to assist with beautifying maps and charts.

### Competencies:

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

#### Analysis and Research

- Analyze samples/surveys for quantitative/qualitative research

#### 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

#### Digital Technology

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

#### Planning and Organizing

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

#### Leadership

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

### Job Requirements

### Qualifications:

- Strong problem-solving and analysis skills
- Creative thinker with a keen attention to detail
- Knowledge and experience in statistical analysis is an asset
- Strong knowledge or familiarity with ArcGIS is an asset
- Experience or familiarity with Adobe Illustrator is an asset
- Excellent communication and teamwork skills
- Knowledge and experience with Google Map Pro is an asset

**Salary** TBA

**How to apply** To apply for this position, please log-in to your [careerCONNECT](#) account and apply to the Work-Study Program. Refer to the Work-Study Program [website](#) for more information.