



# 2018/19 POSITION DESCRIPTIONS

## WORK-STUDY PROGRAM

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**UNIVERSITY  
OF MANITOBA**

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# **MARKETING, PROMOTIONS & EVENTS**

# COMMUNICATIONS ASSISTANT

## NATIONAL CENTRE FOR LIVESTOCK AND THE ENVIRONMENT

### About NCLE

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://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*
- ▶ *Assist in developing promotional, educational and outreach materials and/or programs communicating sustainable animal agriculture production systems research*
- ▶ *Facilitate planning and execution of special events (e.g. field days, seminars, outreach programs)*
- ▶ *Prepare a written report summarizing activities, milestones and outcomes/achievements*

### Competencies:

- ▶ *Written Communication*
  - ▶ *Produce concise and grammatically correct summary notes and informational materials; Adapt writing style in consideration of different audiences*
- ▶ *Teamwork*
  - ▶ *Accept and share responsibility; Learn from constructive criticism and give positive and constructive feedback; Bring forward and articulate ideas and suggestions*
- ▶ *Planning and Organizing*

- ▶ *Effectively apply organizing and planning skills to independently prioritize and manage work*
- ▶ *Personal Management*
  - ▶ *Create individual time management schedule, embrace new opportunities, learn continuously, and identify the importance in every job/task.*

### **Qualifications & Requirements:**

- ▶ *Ideal candidate will be 3rd-4th year undergraduate student studying in Agriculture, Science or Environment and would embody sustainability principles in their daily lives*
- ▶ *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*
- ▶ *Experience in marketing, promotions and/or communications an asset*
- ▶ *Proficiency with Windows Microsoft Office suite of programs (i.e. Word and Excel)*
- ▶ *Competency in Adobe programs including InDesign and PhotoShop or related software an asset*
- ▶ *Other: Applicants may be required to provide a work sample*

### **Salary:**

- ▶ *\$14.00 per hour*

### **How to apply:**

All interested applicants are required to submit **a tailored résumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).

**Reminder:** Your application will not be sent to the employer if you have not submitted valid government student aid documentation, as we will be unable to validate your eligibility for the Work-Study Program.

All questions and inquiries should be directed to [work\\_study@umanitoba.ca](mailto:work_study@umanitoba.ca).



# MARKETING AND COMMUNICATIONS ASSISTANT

## COMMUNITY SERVICE-LEARNING

### Duties & Responsibilities:

The CSL Marketing and Communications Assistant will provide support with graphic design, copywriting, social media management and program promotion.

This is a project-based position of 120 hours, with heavier workloads at the start of each term. Hours may be flexible.

- ▶ *Graphic Design*
  - ▶ *Use Adobe Photoshop and InDesign and Canva to create print and digital promotional materials, such as templates, posters, postcards, business cards and social media tiles*
  - ▶ *Use Microsoft PowerPoint to create promotional slideshows*
  - ▶ *Assist with newsletter and form design*
- ▶ *Copywriting and Social Media Management*
  - ▶ *Use Microsoft Word and Wordpress to write and post promotional articles*
  - ▶ *Write and post to social media, e.g., Facebook, Instagram, Twitter*
  - ▶ *Research and develop how-to guides and resources for students*
- ▶ *Program Promotion*
  - ▶ *Prepare and present class talks, info sessions, and other small presentations*
  - ▶ *Prepare and staff promotional tabling opportunities*
  - ▶ *Distribute and display promotional materials, including posterings*
  - ▶ *The Marketing and Communications Assistant may also support promotional efforts through photography, videography and web administration based on their skillset and experience*

## **Competencies:**

- ▶ *Written Communication*
  - ▶ *Write emails, articles and social media posts that are logically structured, contain all relevant information and use correct grammar, punctuation and spelling.*
  - ▶ *Adapt writing style in consideration of different audiences.*
- ▶ *Oral Communication*
  - ▶ *Ask and answer questions, clarify, and summarize what others are communicating.*
  - ▶ *Communicate with others using a variety of communication strategies to sell ideas.*
- ▶ *Planning and Organizing*
  - ▶ *Effectively apply organizing and planning skills to manage work.*
  - ▶ *Work effectively to complete deadlines when under pressure.*
  - ▶ *Proactively plans and manages work; monitors results through to successfully complete plans.*
- ▶ *Problem-Solving Skills*
  - ▶ *Make decisions in accordance with accepted practices and guidelines.*
  - ▶ *Use problem-solving strategies to identify and resolve problems and determine solutions.*
- ▶ *Digital Technology Skills*
  - ▶ *Design promotional materials, forms, social media posts and web pages using a variety of word processing, design and publishing software.*
- ▶ *Presentation Skills*
  - ▶ *Facilitate presentations customized to the interests and needs of the audience*

## **Qualifications & Requirements:**

- ▶ *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, 2018*
  - ▶ *Must have satisfactory academic standing (minimum 2.0 GPA)*
- ▶ *Experience*

- ▶ *Training or demonstrated experience in graphic design is required*
- ▶ *Training or experience in marketing, communications or promotions is required*
- ▶ *One (1) year of experience working in a clerical/office setting is preferred*
- ▶ *Prior experience with 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 processing 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 Adobe Photoshop and InDesign, Microsoft Word and PowerPoint and Canva are required. Proficiency with Canva and Google Docs and Slides is an asset.*
- ▶ **Abilities**
  - ▶ *Work effectively with students, staff, faculty and community members of diverse educational, age, racial, ethnic and cultural backgrounds*
  - ▶ *Maintain privacy and confidentiality with respect to all communications and records to the extent protected under the law and statements of ethical practice*
  - ▶ *Develop and maintain proactive relationships with all key constituents including students, faculty and staff, administrators, team members, sponsors and members of the community*
  - ▶ *Manage multiple priorities with competing deadlines*
  - ▶ *Work independently, showing self-motivation and initiative*

- ▶ *Work cooperatively as part of a team*
- ▶ *Assess situations and determine appropriate action*
- ▶ *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 to \$14.00 per hour*

**How to apply:**

All interested applicants are required to submit **a tailored résumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).

**Reminder:** Your application will not be sent to the employer if you have not submitted valid government student aid documentation, as we will be unable to validate your eligibility for the Work-Study Program.

**Please note:** Employment equity is a factor in selection. Applicants are requested to indicate in their cover letter or resume if they are from any of the following groups: women, Aboriginal people, visible minorities and persons with a disability. Applicants are also requested to indicate if they have current 2018-19 government student loans (domestic or international) of at least \$2000, Aboriginal band sponsorship, or disability funding.

All questions and inquiries should be directed to [work\\_study@umanitoba.ca](mailto:work_study@umanitoba.ca).

# INDIGENOUS STUDENT AMBASSADOR

## FACULTY OF AGRICULTURAL AND FOOD SCIENCES

The Indigenous Student Ambassador will work with the Ambassador program as a recruitment assistant and role model in the U of M's efforts to increase the number of Indigenous students on campus. The assigned duties of the successful candidate will include:

Assisting the Student Recruitment team in completing primary and secondary research related to student recruitment.

### **Duties & Responsibilities:**

- ▶ *Collecting and compiling resource information and publications.*
- ▶ *Assisting at campus events 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/school visits.*
- ▶ *Assisting in public presentations.*
- ▶ *Other duties as assigned.*
- ▶ *Maintain a filing and archiving system for the Financial Administrator for all Faculty Departments/Programs.*
- ▶ *Create and maintain various spreadsheets in order to track human resource, course offering and other financial data.*
- ▶ *Reconciliation of payment authorization.*
- ▶ *Assist with travel claims, deposits and journal entries*

## **Competencies:**

- ▶ *Written and Oral Communication*
  - ▶ *Communicate with others in a variety of settings and methods. (In person, email, group meetings).*
  - ▶ *Use a variety of communication strategies to engage prospective students and parents.*
  - ▶ *Ask and answer questions, clarify, and summarize what others are communicating.*
- ▶ *Teamwork*
  - ▶ *Actively contribute to team projects/tasks; fulfill required roles, participate in discussions to improve effectiveness.*
  - ▶ *Demonstrate respect and care and be supportive of thoughts, opinions and contributions of others.*
  - ▶ *Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback.*
- ▶ *Presentation Skills*
  - ▶ *Present basic information to one or more people using appropriate resources and vocabulary.*
  - ▶ *Prepare and present information with clarity and the ability to respond to questions in a timely manner.*
- ▶ *Leadership*
  - ▶ *Take initiative in leading, supporting and motivating others in developing individual skills or tasks to achieve goals.*
- ▶ *Planning and Organizing*
  - ▶ *Actively apply organizing and planning skills to manage workload.*
- ▶ *Personal Management*
  - ▶ *Embrace new opportunities, learn continuously, and identify the importance of every job/task.*
  - ▶ *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 data entry.*

## **Qualifications & Requirements:**

- ▶ *Completed 2nd year in university preferred. (Minimum of 2.0 institutional GPA.)*
- ▶ *Must be of Indigenous ancestry.*
- ▶ *Knowledge or experience with Indigenous programs on campus an asset.*
- ▶ *Interested in working with future university students on and off campus.*
- ▶ *Outgoing and personable; reliable and responsible. Must be comfortable approaching students and staff.*
- ▶ *Ability to work both independently and with a team.*
- ▶ *Good role model for future students.*
- ▶ *Public speaking skills an asset.*
- ▶ *Ability to represent the University of Manitoba in a polished and professional way.*
- ▶ *Computer skills (word processing, database, excel) an asset.*

**Salary:**

- ▶ *\$11.82 per hour*

**How to apply:**

All interested applicants are required to submit **a tailored résumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).

**Reminder:** Your application will not be sent to the employer if you have not submitted valid government student aid documentation, as we will be unable to validate your eligibility for the Work-Study Program.

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# INTERNATIONAL MARKETING COORDINATOR

**ASPER EXCHANGE PROGRAM, ASPER SCHOOL OF BUSINESS**

## **Duties & Responsibilities:**

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, improve the look and feel of existing presentations, and write engaging content for the website.*
- ▶ *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:**

- ▶ *Written communication*
  - ▶ *Write 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, and monitors results through to successfully complete plans*



- ▶ *Analysis and research*
  - ▶ *Gather relevant data and organize information in a logical manner, collect primary data and 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, identify importance in each job/task*

### **Qualifications & 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 in addition to the Work Study Program criteria:

- ▶ *Marketing or entrepreneurship majors/minors 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 2018-2019 academic year.

### **Salary:**

- ▶ *\$15.90 per hour*

**How to apply:**

All interested applicants are required to submit **a tailored résumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).

**Reminder:** Your application will not be sent to the employer if you have not submitted valid government student aid documentation, as we will be unable to validate your eligibility for the Work-Study Program.

All questions and inquiries should be directed to [work\\_study@umanitoba.ca](mailto:work_study@umanitoba.ca).

# MENTAL HEALTH STRATEGY ASSISTANT

## STUDENT AFFAIRS

### Duties & Responsibilities:

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 include assisting 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:

- ▶ *Written Communication*
  - ▶ *Condense information/produce concise summary notes accurately with correct grammar, punctuation and spelling*
- ▶ *Oral Communication*
  - ▶ *Ask and answer questions, clarify, and summarize what others are communicating*
- ▶ *Teamwork*
  - ▶ *Actively contribute to team projects/tasks; fulfils required roles, participates in discussion to improve effectiveness.*
- ▶ *Planning and Organizing*

- ▶ *Proactively plans and manages work; monitors results through to successfully complete plans*
- ▶ *Problem-Solving Skills*
  - ▶ *Use problem-solving strategies to identify and resolve problems, issues and determine solutions*
- ▶ *Analysis and Research*
  - ▶ *Collect primary data and/or assist in carrying out surveys, focus groups, and lab analysis*
- ▶ *Personal Management*
  - ▶ *Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace*
- ▶ *Digital Technology Skills*
  - ▶ *Performs basic computer tasks, such as creating documents, saving files and sending emails.*

#### **Qualifications & Requirements:**

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

#### **Salary:**

- ▶ *\$17.00 to \$19.00 per hour*

#### **How to apply:**

All interested applicants are required to submit **a tailored résumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).

**Reminder:** Your application will not be sent to the employer if you have not submitted valid government student aid documentation, as we will be unable to validate your eligibility for the Work-Study Program.

All questions and inquiries should be directed to [work\\_study@umanitoba.ca](mailto:work_study@umanitoba.ca).

# SOCIAL MEDIA COORDINATOR

## FACULTY OF AGRICULTURAL AND FOOD SCIENCES

### **Duties & Responsibilities:**

Under the guidance of the recruitment and communications personnel, the successful candidate will provide a student-accessible perspective to the Faculty of Agricultural and Food Sciences social media channels. The duties of the successful candidate will include:

- ▶ *Assisting with the management of the 'student' social media channels, including YouTube, Facebook, Twitter and Instagram.*
- ▶ *Attend campus events and put together timely posts to go live on the social media channels.*
- ▶ *Promote key University initiatives for students on the social media channels.*
- ▶ *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.*
- ▶ *Maintain weekly office hours for reporting.*
- ▶ *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.*

### **Competencies:**

- ▶ *Written Communication*
  - ▶ *Adapt writing style in consideration of different audiences.*
- ▶ *Oral Communication:*
  - ▶ *Communicate with others using a variety of communication strategies to negotiate, mediate, resolve difficult issues and sell ideas*

- ▶ *Team Work*
  - ▶ *Actively contribute to team projects/tasks; fulfill required roles, participate in discussions to improve effectiveness.*
- ▶ *Digital Technology*
  - ▶ *Performs basic computer tasks, such as creating documents, saving files and sending emails.*
- ▶ *Planning and organizing*
  - ▶ *Apply organizing and planning skills to efficiently and effectively manage work.*

### **Qualifications & Requirements:**

- ▶ *Personally active on social media, must have experience with YouTube, 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.*

### **Salary:**

- ▶ *\$11.82 per hour*

### **How to apply:**

All interested applicants are required to submit **a tailored résumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).

**Reminder:** Your application will not be sent to the employer if you have not submitted valid government student aid documentation, as we will be unable to validate your eligibility for the Work-Study Program.

All questions and inquiries should be directed to [work\\_study@umanitoba.ca](mailto:work_study@umanitoba.ca).

# STUDENT SOCIAL MEDIA ASSISTANT

## MARKETING COMMUNICATIONS OFFICE (MCO)

### **Duties & Responsibilities:**

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

### **Competencies:**

- ▶ *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.

### **Qualifications & Requirements:**

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

- ▶ *Interest in pursuing a career in marketing and /or communication an asset*
- ▶ *Other:*
  - ▶ *Must be available after normal business hours*
  - ▶ *Applicants may be required to provide a work sample*
  - ▶ *Must have smart phone and/or wifi-enabled mobile device*

**Salary:**

- ▶ *\$11.82 per hour*

**How to apply:**

All interested applicants are required to submit **a tailored résumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).

**Reminder:** Your application will not be sent to the employer if you have not submitted valid government student aid documentation, as we will be unable to validate your eligibility for the Work-Study Program.

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# OFFICE, ADMINISTRATIVE & CLERICAL

# CUSTOMER SERVICES AND RECREATION ASSISTANT

## RECREATION SERVICES

### Duties & Responsibilities:

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

### Competencies:

- ▶ *Written Communication*
  - ▶ *Write letters and reports that are logically structured and contain all relevant information.*
- ▶ *Oral Communication*
  - ▶ *Communicate with others using a variety of communication strategies to negotiate, mediate, resolve difficult issues and sell ideas.*
- ▶ *Teamwork*

- ▶ *Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback.*
- ▶ *Leadership*
  - ▶ *Take initiative in leading, supporting and motivating others in developing individual skills or tasks to achieve goals.*
- ▶ *Personal Management*
  - ▶ *Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace.*
  - ▶ *Embrace new opportunities, learn continuously, and identify importance in every job/task.*
  - ▶ *Anticipate the unexpected and respond quickly to sudden changes in circumstances.*

### **Qualifications & Requirements:**

- ▶ *Ability to communicate effectively and professionally with members and staff,*
- ▶ *Work with intelli leisure computer software,*
- ▶ *Take initiative to complete tasks,*
- ▶ *Learn about programs and services,*
- ▶ *Work independently and as a team,*
- ▶ *Promote memberships and programs to new clients*
- ▶ *CPR training is required*

### **Salary:**

- ▶ *\$12.00 per hour*

### **How to apply:**

All interested applicants are required to submit **a tailored résumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).

**Reminder:** Your application will not be sent to the employer if you have not submitted valid government student aid documentation, as we will be unable to validate your eligibility for the Work-Study Program.

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# DEVELOPMENT ASSISTANT

ST. JOHN'S COLLEGE

## **Duties & Responsibilities:**

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

## **Competencies:**

- ▶ *Written Communication*
  - ▶ *Adapt writing style in consideration of different audiences.*
- ▶ *Planning and Organizing*
  - ▶ *Proactively plans and manages work; monitors results through to successfully complete plans.*
- ▶ *Problem Solving*
  - ▶ *Use problem-solving strategies to identify and resolve problems, issues and determine solutions.*
- ▶ *Digital Technology Skills*
  - ▶ *Performs basic computer tasks, such as creating documents, saving files, and sending emails.*
  - ▶ *Ability to work on different social media platforms.*
- ▶ *Presentation Skills*
  - ▶ *Prepare and present advanced information with clarity with the ability to respond to questions in a timely manner.*
- ▶ *Personal Management*

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

### **Qualifications & Requirements:**

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

### **Salary:**

- ▶ *\$12.00 to 15.00 per hour*

### **How to apply:**

All interested applicants are required to submit **a tailored résumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).

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# FALL/WINTER WORKSHOP INSTRUCTOR

## WISE KID-NETIC ENERGY

### About WISE Kid-Netic Energy

WISE Kid-Netic Energy, a STEM (Science, Technology, Engineering & Math) Outreach Program, was established in 1990. WISE Kid-Netic Energy's mandate is to ignite an interest and life-long passion of science and engineering in all Manitoba youth.

Throughout the school year we travel to schools in/near the City of Winnipeg delivering hands-on workshops based on K-12 Manitoba Science curriculum. During the spring we deliver our workshops to communities further from Winnipeg, as well as a number of First Nations day camps. In the summer, we offer day camps in communities throughout the province. We employ undergraduate students to deliver our programming.

### Duties & Responsibilities:

- ▶ *Deliver hands-on STEM workshops to youth primarily in schools K-12 within Winnipeg or up to 1.5 hours outside of Winnipeg. This includes:*
- ▶ *Organizing materials*
- ▶ *Driving to workshop location*
- ▶ *Delivering workshop content*
- ▶ *Cleaning up after workshop complete*
- ▶ *Driving back to the university*
- ▶ *Unloading, reorganizing and replenishing materials*
- ▶ *Submitting a presentation report and teacher evaluations*
- ▶ *Engage youth in a fun and meaningful manner in order to promote life-long learning, and careers in STEM fields.*

### Competencies:

- ▶ *Presentation Skills*



- ▶ *Deliver workshops customized to the needs of the audience*
- ▶ *Keep audience engaged*
- ▶ *Appropriate diction, pace, volume, pronunciation, enunciation, body language, etc.*
- ▶ *Personal Management*
  - ▶ *Punctual for all workshops and meetings*
  - ▶ *Prepared with supplies and knowledge*
  - ▶ *Organized execution of workshops*
- ▶ *Problem-Solving*
  - ▶ *Ability to react quickly, yet calmly when an issue arises*
  - ▶ *Ability to use problem solving strategies to resolve issues*
  - ▶ *Ability to solve problems independently*

### **Qualifications & Requirements:**

- ▶ *Full-time UM student*
- ▶ *Studying in Faculty of Science, Engineering, or other STEM-related faculty such as Nursing, Agriculture, Education, Kinesiology, etc.*
- ▶ *A minimum of one morning or one afternoon available a week*
- ▶ *Valid driver's license (no learner permits)*
- ▶ *Preferably access to a vehicle*
- ▶ *Exceptional oral communication skills in English*
- ▶ *Exceptional time management skills*
- ▶ *Demonstrated ability to work independently*
- ▶ *Demonstrated ability to problem-solve*
- ▶ *Enjoys working with youth*

**Note:** Hours are dependent on instructor's availability, and teacher demand. Hours can range from 0-20.

### **Salary:**

- ▶ *\$14.00 per hour*

### **How to apply:**

- ▶ Complete an Application Form, résumé, cover letter, and a 3-person reference list.

- ▶ Applicants must create a short (approximately two-minute) instructional video on how to fry an egg. The video should be engaging and as informative as possible and should incorporate the applicant's educational area of expertise. Note: You do not have to upload this to a public-sharing site such as YouTube, Dailymotion, etc.
- ▶ Include the link to your video in your cover letter. Note: You can include a link from Google Drive, DropBox, OneDrive, etc.
- ▶ Click on "Apply for this Position" (top right of the page) and submit an application package all four documents. (Follow the instructions found in [this Job Application Aid](#))

**Reminder:** Your application will not be sent to the employer if you have not submitted valid government student aid documentation, as we will be unable to validate your eligibility for the Work-Study Program.

All questions and inquiries should be directed to [work\\_study@umanitoba.ca](mailto:work_study@umanitoba.ca).

# OFFICE ASSISTANT

## STUDENT ADVOCACY

### Duties & Responsibilities:

- ▶ *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 month)*

### Competencies:

- ▶ *Oral Communication*
  - ▶ *Answer questions, clarify and summarize what others are communicating in a supportive and respectful way.*
- ▶ *Written Communication*
  - ▶ *Provide information in a coherent and respectful way with correct grammar, punctuation and spelling.*
- ▶ *Digital Technology Skills*
  - ▶ *Demonstrate proficiency in using 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*

### Qualifications & Requirements:

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

**Salary:**

- ▶ *\$13.50 per hour*

**How to apply:**

All interested applicants are required to submit **a tailored résumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).

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# OFFICE ASSISTANT

## COLLEGE OF NURSING

### Duties & Responsibilities:

- ▶ *Provide direct assistance to Administrative Coordinator and Support Staff Team*
- ▶ *Assists main receptionist (schedule appointments, make referrals)*
- ▶ *Administrative tasks (filing, photocopying, scanning)*
- ▶ *Assists with document creation (information packages, templates)*
- ▶ *Assist with projects (event planning and preparation)*

### Competencies:

- ▶ *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 such as MS Word and Excel, sending and receiving email and imputing data.*
- ▶ *Problem Solving Skills*
  - ▶ *Make decisions in accordance with accepted unit practices and guidelines*
- ▶ *Personal Management*
  - ▶ *Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace*

### Qualifications & Requirements:

- ▶ *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:**

- ▶ *TBA*

**How to apply:**

All interested applicants are required to submit **a tailored résumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).

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# OFFICE ASSISTANT

## COLLEGE OF MEDICINE

### **Duties & Responsibilities:**

- ▶ *Various project-based initiatives throughout the year.*
- ▶ *Data entry and collating of documents.*
- ▶ *Assisting with meetings and meeting preparation.*
- ▶ *Reception coverage & mail duties.*
- ▶ *Supporting staff with ongoing priorities including accreditation.*
- ▶ *Special event planning and organization.*

### **Competencies:**

- ▶ *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.*

### **Qualifications & Requirements:**

- ▶ *Computer skills including Microsoft Office suite (Excel, Word)*
- ▶ *Strong organizational skills*
- ▶ *Strong attention to detail*
- ▶ *Comfortable in team settings*

### **Salary:**

▶ *\$11.75 per hour*

**How to apply:**

All interested applicants are required to submit **a tailored résumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).

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# OOSHKA-ABE

## INDIGENOUS STUDENT CENTRE

### Duties & Responsibilities:

*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:

- ▶ *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.

### Qualifications & Requirements:

- ▶ *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:**

All interested applicants are required to submit **a tailored résumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).

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# SPANISH PROGRAM ASSISTANT

## COMMUNITY SERVICE-LEARNING

### Duties & Responsibilities:

- ▶ *Assist with English-Spanish (and vice-versa) translation of documents and resources of programs in Latin America--for example, program evaluations, meeting minutes, partner agreements, etc.*
- ▶ *Assist the program coordinator with research on program logistics in Latin America --e.g. transportation alternatives, accommodations, etc.*
- ▶ *Create a number of Spanish resources/materials (pdf, video, etc.) that explains the work CSL does within the University, to be shared with Spanish speaking community partners.*
- ▶ *Create a self-learning resource with basic Spanish phrases, to be used by CSL students travelling to Latin America.*
- ▶ *Assist CSL community partners in Latin America with the translation of program resources.*

### Competencies:

- ▶ *Translate documents Spanish-English*
- ▶ *Design and create learning materials*
- ▶ *Become familiar with the logistical requirements of program coordination in Latin America*
- ▶ *Work collaboratively on the creation of documents and resources*
- ▶ *Conduct basic research within the Latin American context.*

### Qualifications & Requirements:

- ▶ *Advance knowledge of the Spanish language -- written.*
- ▶ *Advance knowledge of the English language -- written.*
- ▶ *Knowledge of Word or other advance Text processing software*
- ▶ *Ability to follow a task schedule*
- ▶ *Ability to work collaboratively*
- ▶ *Ability to adapt to feedback*

**Salary:**

- ▶ *\$14.00 per hour*

**How to apply:**

All interested applicants are required to submit **a tailored resumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).

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# STUDENT ASSISTANT

## CLAYTON H. RIDDELL FACULTY OF ENVIRONMENT, EARTH AND RESOURCES

### Duties & Responsibilities:

- ▶ *Creates and maintains physical student files in the Dean's Office. Ensures all files are returned at the end of each day.*
- ▶ *Maintains database for student information. (appointments, deferred exam, etc.)*
- ▶ *Ensures advisors have all relevant documents prior to student appointments, (pulls student file and signs out, prints student histories).*
- ▶ *Uses AURORA to check on students' status; sends student information via hard copy or email, as directed by student advisor.*
- ▶ *Refers students to advisors as required and advises students within a range of knowledge/authority.*
- ▶ *Maintains inventory of Dean's Office stationary supplies and advises budget officer when supplies are low.*
- ▶ *Serves as receptionist for the Dean's Office. Receive visitors, answers main phone line, provides information within a range of knowledge/authority to students, staff, and public sector or refers to appropriate personnel.*
- ▶ *Checks voicemail on Dean's Office main phone line regularly and responds to each call. Messages for Dean's Office staff are recorded providing the recipient with the name, phone number, date of call, and the nature of the request/message.*
- ▶ *Receives deliveries for the Dean's Office. Some deliveries may need to be referred to other locations.*
- ▶ *Receives and reviews supply orders (i.e. Grand & Toy) for completeness.*
- ▶ *Organizes brochures and information in the reception area; mail out information packages on request.*
- ▶ *Keeps Dean's Office Boardroom area neat and clean before and after meetings (push in chairs, wipe down tables, put data projector and screen away).*
- ▶ *Refills paper trays in fax and photocopier.*

- ▶ *Keep front desk and office/waiting area neat and organized.*
- ▶ *Keeps bulletin boards current and tidy in appearance.*
- ▶ *Grants access to some rooms, (321).*
- ▶ *Other duties as assigned*

### **Qualifications & Requirements:**

- ▶ *Experience in a computerized office environment is preferred.*
- ▶ *Must be proficient in using computers and software such as Microsoft Word, Excel, and email.*
- ▶ *Excellent, clear and tactful communication skills both verbal and written required in order to interact effectively with faculty, support staff and students.*
- ▶ *Efficient and effective work ethic.*
- ▶ *Ability to work with all levels of staff, students, parents, alumni and the general public.*

### **Salary:**

- ▶ *\$12.00 per hour*

### **How to apply:**

All interested applicants are required to submit **a tailored resumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).

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# STUDENT ENGAGEMENT ASSISTANTS

## INDIGENOUS STUDENT CENTRE

*We are hiring two (2) students for this position.*

### **Duties & Responsibilities:**

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.*
- ▶ *Perform other duties as assigned*

### **Competencies:**

- ▶ *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.*

### **Qualifications & Requirements:**



- ▶ *Applicants must have successfully completed a minimum of at least 18 credit hours*
- ▶ *Should have an interest in working with Indigenous students in all levels of study*
- ▶ *Must be organized and willing to co-facilitate some meetings*
- ▶ *Must be friendly, have excellent customer service and basic computer skills*
- ▶ *Must be a self-starter and able to work independently.*

**Salary:**

- ▶ *\$11.82 per hour*

**How to apply:**

All interested applicants are required to submit **a tailored resumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).

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# STUDENT ASSISTANT

## INTERNATIONAL CENTRE

### **Duties & Responsibilities:**

The International Centre (IC) provides University of Manitoba (UM) students with the opportunity to internationalize their education and gain cross-cultural experiences without leaving Winnipeg.

The student will provide lunchtime and other reception coverage and administrative support to the Office Coordinator. The student will be the first point of contact for other students and the public who come to the office; s/he will be responsible for answering questions, providing referrals, and scheduling appointments. The incumbent will support student enquires both in person, by email, and on the phone.

- ▶ *Front Desk/Reception (80%)*
  - ▶ *Welcome students, UM staff and visitors to the IC by greeting, welcoming, directing and announcing them appropriately*
  - ▶ *Provide direct assistance to students, UM staff and visitors (in person, telephone & email)*
  - ▶ *Triage enquires and make referrals to other departments, on and off campus, ensuring students are getting proper guidance to UM services*
  - ▶ *Determine if students need to make an appointment with the International Student Advisor and make appointments as necessary*
  - ▶ *Manage drop-in sessions by scheduling students who require seeing an International Student Advisor*
  - ▶ *Provide general information to students about IC Student Events, Exchanges and Volunteer Opportunities*
- ▶ *Office support (20%)*
  - ▶ *General clerical duties including filing under the direction of the Office Coordinator*
  - ▶ *Data entry, creating spreadsheets and using office databases*
  - ▶ *Provide other administrative support as delegated*

### **Competencies:**

- ▶ *Written Communication*
  - ▶ Write letters and reports that are logically structured and contain all relevant information.
  - ▶ Adapt writing style in consideration of different audiences.
- ▶ *Oral Communication*
  - ▶ Ask and answer questions, clarify, and summarize what others are communicating.
  - ▶ Provide clear explanations and directions while instructing, educating and providing feedback.
- ▶ *Teamwork*
  - ▶ Demonstrate respect and care. Is open and supportive of the thoughts, opinions, and contributions of others.
  - ▶ Actively contribute to team projects/tasks; fulfils the required roles, participates in discussions to improve effectiveness.
  - ▶ Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback.
- ▶ *Planning and Organizing*
  - ▶ Work effectively to complete deadlines when under pressure.
- ▶ *Problem-Solving*
  - ▶ Use problem-solving strategies to identify and resolve problems, issues and determine solutions.
- ▶ *Digital Technology*
  - ▶ Performs basic computer tasks, such as creating documents, saving files, and sending email.

### **Qualifications & Requirements:**

- ▶ *Minimum Formal Education/Training Requirements*
  - ▶ *Enrolled as a full-time student at the University of Manitoba in Fall 2018 and planning to continue as a full-time student for Winter 2019.*
  - ▶ *Must be in good academic standing (minimum 2.5 GPA)*
  - ▶ *Completion of at least one year of studies at the University of Manitoba*
  - ▶ *Excellent computer skills including proficiency in Microsoft Outlook, Word and Excel are required*
  - ▶ *Excellent listening, comprehension and communication skills*
- ▶ *Experience*

- ▶ *Previous experience working in a clerical/office setting would be an asset*
- ▶ *Previous experience working or volunteering at UM events would be an asset*
- ▶ *Previous cross cultural experience is recommended*
- ▶ *Previous experience working with general public would be considered an asset*
- ▶ **Skills**
  - ▶ *Excellent interpersonal and communication skills (both oral and written) are required*
  - ▶ *Must be able to work effectively with students, staff and the public*
  - ▶ *Must be able to demonstrate tact, diplomacy, professionalism*
  - ▶ *Must have effective time management, record-keeping, and organizational skills*
  - ▶ *Must be able to work independently and to organize, prioritize and complete administrative functions*
- ▶ **Abilities**
  - ▶ *Respect for confidentiality is essential and the incumbent will receive FIPPA/PHIA training*
  - ▶ *Must be able to work with students and community members of diverse educational, age, racial, ethnic and cultural backgrounds*
  - ▶ *Ability to work in a confidential and professional office*
  - ▶ *Assess situations and seek guidance from supervisor for appropriate action*
  - ▶ *Work cooperatively as part of a team*
- ▶ **Other Job-Related Qualifications**
  - ▶ *Must be available between 11:50am-12:50 pm Monday, Wednesday Friday for lunchtime coverage*
  - ▶ *Must be available 11:30-12:50 pm Tuesday, Thursday for lunchtime coverage*

**Salary:**

- ▶ *\$13.00 per hour*

**How to apply:**

All interested applicants are required to submit **a tailored resumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).

**Reminder:** Your application will not be sent to the employer if you have not submitted valid government student aid documentation, as we will be unable to validate your eligibility for the Work-Study Program.

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# STUDENT OFFICE ASSISTANT

ST. PAUL'S COLLEGE

## Duties & Responsibilities:

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

The student will provide assistance to the Comptroller with basic accounting, bookkeeping and spreadsheet updates.

The student is also expected to assist other staff members of the College on various events and projects.

## Competencies:

- ▶ *Written and oral communication within a professional office environment*
- ▶ *Teamwork skills*
- ▶ *The ability to multitask*
- ▶ *Basic bookkeeping skills.*
- ▶ *Event planning and coordination*

## Qualifications & Requirements:

- ▶ *A working knowledge of MS Office products is required.*
- ▶ *A good knowledge of St. Paul's College is required.*
- ▶ *Previous experience working at St. Paul's College is preferred.*
- ▶ *Previous experience as a receptionist within a general office environment is preferred.*
- ▶ *Basic knowledge of bookkeeping is an asset.*

## Salary:

- ▶ *\$12.03 per hour*

## How to apply:

All interested applicants are required to submit **a tailored resumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).

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# STUDENT PROGRAM ASSISTANT

## ENGLISH LANGUAGE CENTRE

### **Duties & Responsibilities:**

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, instructor evaluations, resource management, room bookings, Graduation, 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*
- ▶ *Instructor Evaluations & schedule, Photocopying*
- ▶ *Help prepare term Calendars*
- ▶ *Help prepare for Orientation*
- ▶ *Create letters to students*
- ▶ *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*

Approximately 10-20 hours per week, hours during business hours 8:30-4:30 pm.

### **Competencies:**

- ▶ *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; fulfill required roles, participates in discussion to improve effectiveness.*
  - ▶ *Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback.*
- ▶ **Planning and organization**
  - ▶ *Effectively apply organizing and planning skills to manage work; Work effectively to complete deadlines when under pressure. Proactively plans and manages work; monitors results through to successfully complete plans.*
- ▶ **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 Skills**
  - ▶ *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.*

### **Qualifications & Requirements:**

- ▶ *Proficient in Microsoft Office applications – Word, Excel, Access*
- ▶ *Familiarity with Aurora (BANNER – Student Self-Service) an asset*
- ▶ *Professional appearance & demeanor, deal with students patiently & diplomatically*
- ▶ *Sensitivity when interacting cross-culturally, ability to overcome potential language & cultural barriers*
- ▶ *Excellent attention to detail required*
- ▶ *Ability to handle multiple tasks & deadlines required*
- ▶ *Ability to handle confidential material in a professional manner*
- ▶ *Knowledge of FIPPA (Freedom of Information & Privacy Act) an asset*
- ▶ *Previous experience in an office setting working for numerous supervisors an asset*
- ▶ *Preference will be given to students who are available on a consistent basis throughout the school year*

### **Salary:**

- ▶ *\$11.25 per hour*

### **How to apply:**

All interested applicants are required to submit **a tailored resumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).

**Reminder:** Your application will not be sent to the employer if you have not submitted valid government student aid documentation, as we will be unable to validate your eligibility for the Work-Study Program.

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# STUDENT PROGRAM ASSISTANT

EDUCATION BUILDING, ENGLISH LANGUAGE CENTRE

## Duties & Responsibilities:

- ▶ *Provide general information to English Language Centre (ELC) clientele on the Intensive Academic English Program (IAEP) in person, over the phone, & via email.*
- ▶ *Forward student account & Financial concern inquiries to Receptionist.*
- ▶ *Process ELC tuition fee payments as required.*
- ▶ *Provide receipts to students/agents as required.*
- ▶ *Record payments on the ISP Database.*
- ▶ *Process Homestay fee payments as required.*
- ▶ *Provide general information on Part Time Courses (PTC) in person, over the phone, & via email.*
- ▶ *Process fee payments as required & provide receipt to students.*
- ▶ *Contact PTC Program Coordinator to book appointments as requested*
- ▶ *Book appointments with Program Coordinators as outlined by the Receptionist*
- ▶ *Provide general information on Open CanTEST in person, over the phone, & via email.*
- ▶ *Process payment for registration.*
- ▶ *Provide information on placement & End of Term tests as outlined by flow chart.*
- ▶ *Data entry of student/client information into CanTEST, PTC spreadsheets & ISPDB as assigned by the Receptionist*
- ▶ *Prepare PTC brochure mail out as assigned by the Program Assistant.*
- ▶ *Hang PTC posters through University Campus, as outlined by PTC Program Coordinator & assigned by Program Assistant.*
- ▶ *Prepare PTC packages as assigned by Program Assistant.*

- ▶ *Assemble Letters of Acceptance (LOA) packages – print out student fee statement, organize letters by Agency & individuals, prepare DHL courier charges to send out LOAs.*
- ▶ *Collect Authorization for Refund/Withdrawal information from student/client & forward to Receptionist for processing.*
- ▶ *Provide current students with status letters.*
- ▶ *Assist with Graduation preparation as outlined by Receptionist & Program Assistants.*
- ▶ *Provide desk coverage during lunch hours & staff meetings as required.*
- ▶ *Attend Front Office Student meetings as required.*
- ▶ *Provides General office & admin support to ELC (photocopying, stuffing envelopes, filing, data entry).*
- ▶ *Other duties as assigned*

### **Competencies:**

- ▶ *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*
- ▶ *Written Communication*
  - ▶ *Write letters/e-mails that are logically structured and contain all relevant information.*
- ▶ *Planning & Organizing*
  - ▶ *Effectively apply organizing and planning skills to manage work.*
  - ▶ *Work effectively to complete deadlines when under pressure.*
- ▶ *Personal Management*
  - ▶ *Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace.*
  - ▶ *Embrace new opportunities, learn continuously, and identify the importance of every job/task.*
  - ▶ *Anticipate the unexpected and respond quickly to sudden changes in circumstances*
- ▶ *Digital Technology Skills*

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

### **Qualifications & Requirements:**

- ▶ *Proficient in Microsoft Office applications – Word, Excel, Access*
- ▶ *Familiarity with Aurora (BANNER – Student Self-Service) an asset*
- ▶ *Professional appearance & demeanor, deal with students patiently & diplomatically*
- ▶ *Sensitivity when interacting cross-culturally, ability to overcome potential language & cultural barriers*
- ▶ *Excellent attention to detail required*
- ▶ *Ability to handle multiple tasks & deadlines required*
- ▶ *Ability to handle confidential material in a professional manner*
- ▶ *Knowledge of FIPPA (Freedom of Information & Privacy Act) an asset*
- ▶ *Previous experience in an office setting working for numerous supervisors an asset*
- ▶ *Preference will be given to students who are available on a consistent basis throughout the school year*

### **Salary:**

- ▶ *\$11.25 per hour*

### **How to apply:**

All interested applicants are required to submit **a tailored resumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).

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# RESEARCH & LABORATORY

# GREEN PROCUREMENT ANALYST

## OFFICE OF SUSTAINABILITY

### **Duties & Responsibilities:**

The goal of this position is to conduct research and document findings to inform a framework for the purchase of environmentally preferred product and services that would complement the University of Manitoba's formal purchasing practices. The framework would support the inclusion of environmental performance criteria into supply chain procedures, processes and activities.

Through the preparation of analytical briefings, reports and presentations this position will inform discussions about green procurement best practices in a variety of areas.

This position will participate as part of the Office of Sustainability team to implement green procurement sustainability initiatives some of which may include: food purchases, office supplies, cleaning products, electronics, and fleet vehicles.

Students from the Asper School of Business or Clayton H. Riddell Faculty of Environment, Earth, and Resources or a related program may be interested in this position.

### **Competencies:**

- ▶ *Written Communication*
  - ▶ *Adapt writing style in consideration of different audiences.*
- ▶ *Oral Communication*
  - ▶ *Provide clear explanations and directions while instructing, educating and providing feedback.*
- ▶ *Personal Management*
  - ▶ *Manage time and competing priorities effectively.*
  - ▶ *Embrace new opportunities, learn continuously, and identify importance in every job/task.*

- ▶ *Planning and Organizing*
  - ▶ *Proactively plans and manages work; monitors results through to successful completion of plans.*
- ▶ *Teamwork*
  - ▶ *Demonstrate respect and care. Is open and supportive of the thoughts, opinions, and contributions of others.*
  - ▶ *Actively contribute to team projects/tasks, participates in team discussions and office planning.*
- ▶ *Problem Solving*
  - ▶ *Use problem solving strategies to identify and resolve problems, issues and determine solutions.*
- ▶ *Analysis and Research*
  - ▶ *Gather and analyze relevant data and organize information in a logical manner.*

### **Qualifications & Requirements:**

- ▶ *Possess excellent interpersonal, verbal and written communication skills.*
- ▶ *Deal effectively with staff, students and the public.*
- ▶ *Demonstrate ability to take initiative and exercise independent judgement.*
- ▶ *Possess excellent time management skills.*
- ▶ *Work independently as a member of a team under time constraints.*

### **Salary:**

- ▶ *\$14.50 per hour*

### **How to apply:**

All interested applicants are required to submit **a tailored resumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).

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# HERBARIUM DATABASE TECHNICIAN

## DEPARTMENT OF BIOLOGICAL SCIENCES

### Duties & Responsibilities:

- ▶ *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:

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

### Qualifications & Requirements:

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

### Salary:

- ▶ *\$11.82 per hour*

### How to apply:

All interested applicants are required to submit **a tailored resumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).

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# RESEARCH ASSISTANT

## COLLEGE OF NURSING

### **Duties & Responsibilities:**

Research Assistants positions within the Manitoba Centre for Nursing and Health Research, College of Nursing provide undergraduate and graduate nursing students with an opportunity to gain hands-on research experience. Students also get the opportunity to work in a supportive research environment with other experienced research assistants.

- ▶ *Assists in various phases of the research process, including data collection, management, entry, verification, analysis and interpretation.*
- ▶ *Assists in the recruitment of study participants and conduct in person or telephone interviews with participants.*
- ▶ *Assists in coordinating project activities and maintaining project files*
- ▶ *Conducts high-quality literature and information searches, retrievals, reviews, synthesis and summaries*
- ▶ *Assists with quantitative and qualitative data entry, data management and analysis*
- ▶ *Assists in the preparation of products for sharing research findings including infographics, reports, publications, and presentations*
- ▶ *Other duties as assigned*

### **Competencies:**

- ▶ *Understanding and knowledge of research*
  - ▶ *Understand and knowledge of the research and the entire research process*
- ▶ *Data Analysis*
  - ▶ *Analyze quantitative data using specialization software (SPSS) and present research findings in coded and or tabular or chart formats*
- ▶ *Information literacy*
  - ▶ *Conduct and locate research and information using systematic and reproducible approaches*

- ▶ *Written Communication*
  - ▶ *Write research summary reports, develop posters that are logically structured, visually appealing and have clear take home messages*
- ▶ *Teamwork*
  - ▶ *Contribute to team project/tasks; fulfil required roles and participate in discussions to improve the effectiveness*
- ▶ *Digital Technology Skills*
  - ▶ *Use of computer systems especially in Excel, Word and Libraries and Internet research.*

### **Qualifications & Requirements:**

- ▶ *Must be a student currently enrolled in an undergraduate or graduate program in the College of Nursing, University of Manitoba*
- ▶ *Must be available to work 5-15 hours a week during the academic terms between the hours of 8:30-4:30 Monday to Friday from September to April*
- ▶ *Previous experience working as a research assistant is preferred*
- ▶ *Experience in using the University of Manitoba Libraries and libraries databases and reference management software.*
- ▶ *Excellent verbal and written communication skills required.*
- ▶ *Ability to organize, prioritize and work on multiple projects at the same time.*
- ▶ *Ability to work independently as well as part of the team is required.*
- ▶ *Attention to detail and accuracy are essential*

### **Salary:**

- ▶ *\$15.79 per hour + 6% vacation pay*

### **How to apply:**

All interested applicants are required to submit **a tailored resumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).

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# RESEARCH & OFFICE ASSISTANT

CREATE H2O, CENTRE FOR HUMAN RIGHTS RESEARCH

## Duties & Responsibilities:

- ▶ *Assist program coordinator with research using um library data bases for relevant literature - traditional knowledge, water, Indigenous well-being, Indigenous science.*
- ▶ *Develop an online document highlighting the H2O CREATE Program using Microsoft word*

## Competencies:

- ▶ *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.*
- ▶ *Research*
  - ▶ *Gather relevant secondary data and organize information in a logical manner.*
- ▶ *Teamwork*
  - ▶ *Actively contribute to team projects/tasks;*
  - ▶ *Fulfils 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.*

## Qualifications & Requirements:

- ▶ *Ideal candidate will be of Indigenous decent and studying in the fields of Science, Environment & Geography, Agriculture and Engineering. Other courses/knowledge/fields of study that may be helpful for this position - Native Studies, Indigenous languages, Natural Resources etc.*
- ▶ *Preference will be given to self-identified Indigenous applicants.*
- ▶ *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, mining, safe-drinking water, contaminants etc.*
- ▶ *Understanding of the knowledge that Indigenous people possess - land and water knowledge / traditional knowledge*
- ▶ *Working knowledge of library databases*
- ▶ *Very proficient in Microsoft word*

**Salary:**

- ▶ *\$13.50 per hour*

**How to apply:**

All interested applicants are required to submit **a tailored resumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).

**Reminder:** Your application will not be sent to the employer if you have not submitted valid government student aid documentation, as we will be unable to validate your eligibility for the Work-Study Program.

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# RESEARCH ASSISTANT

## CENTRE FOR THE ADVANCEMENT OF TEACHING AND LEARNING

### **Duties & Responsibilities:**

The Research, Evaluation, and Innovation Team at the Centre for the Advancement of Teaching and Learning (The Centre) is seeking a detail-oriented Research Assistants to work on multiple research projects within our unit. The Research, Evaluation, and Innovation Team conducts various projects that contribute to the scholarship of teaching and learning in higher education. Topics include: teaching effectiveness, student learning outcomes, teaching development, and the reduction of student barriers to learning. The Research Assistant will play a key role in the literature review, data collection, coding and analyzing portions of multiple projects conducted within the Centre.

Primary duties include:

- ▶ *Assist with data collection, data entry, and basic analysis.*
- ▶ *Recruit study participants, organize and schedule interviews and/or focus groups.*
- ▶ *Data entry using appropriate computer software (SAS, SPSS, Excel).*
- ▶ *Maintain records of research activities.*
- ▶ *Conduct literature and information searches, retrievals and reviews.*
- ▶ *Conduct interpretation and analysis of relevant literature.*
- ▶ *Maintain literature database.*
- ▶ *Assist with project dissemination activities by providing assistance in the preparation of presentations, reports, and manuscripts for publication.*

### **Competencies:**

- ▶ *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 saying. Communicate with others using a variety of strategies to recruit participants and collect data.*
- ▶ **Teamwork**
  - ▶ *Actively contribute to team projects/tasks; fulfils the required roles, participates in a discussion to improve effectiveness. Accept and share responsibility. Learn from constructive criticism and give positive, 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. Work effectively to complete deadlines when under pressure.*
  - ▶ *Proactively plans, manages work; monitors results to successfully complete plans.*
- ▶ **Problem Solving**
  - ▶ *Make decisions in accordance with accepted practices and guidelines. Use problem-solving skills to identify and resolve issues and determine solutions.*
- ▶ **Analysis and Research**
  - ▶ *Collect primary data and/or assist in carrying out surveys, focus groups, and interviews. Gather relevant secondary data and organize in a logical manner.*
- ▶ **Digital Technology Skills**
  - ▶ *Perform computer tasks related to word processing and data/resource management (entering, sorting, storing data).*

### **Qualifications & Requirements:**

- ▶ **Education:**
  - ▶ *Must be a student enrolled at the University of Manitoba for the 2018/2019 academic year.*
  - ▶ *Student in a social science or education-related discipline preferred.*
- ▶ **Experience:**
  - ▶ *Demonstrated proficiency in using the University of Manitoba Libraries' resources and databases.*



- ▶ *Demonstrated ability in conducting comprehensive literature reviews.*
- ▶ *Demonstrated ability in using computer software related to word processing (e.g., Microsoft Word), data/resource management (e.g., Microsoft Excel, Microsoft OneNote, Refworks, Zotero), and analysis (e.g., SPSS, SAS, NVivo).*
- ▶ *Experience working as a research assistant on projects involving human subjects.*
- ▶ *Knowledge of quantitative research methods and analysis through previous research experience.*
- ▶ *Experience working with sensitive information and high-risk populations.*
- ▶ **Skills & Abilities:**
  - ▶ *Excellent verbal and written communication skills required. Knowledge of APA 6th edition standards an asset.*
  - ▶ *Strong interpersonal and diplomacy skills required in dealing with student, staff, faculty, and the general public (in person or on the phone).*
  - ▶ *Demonstrated organizational, analytical problem-solving, task and time management skills.*
  - ▶ *Ability to work independently or as part of a team.*
  - ▶ *Must be able to complete work accurately under tight timelines.*
  - ▶ *Ability to complete multiple projects simultaneously.*
- ▶ *Note: Start and end dates can be negotiated.*

**Salary:**

- ▶ *\$15.00 per hour*

**How to apply:**

All interested applicants are required to submit **a tailored resumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).

**Reminder:** Your application will not be sent to the employer if you have not submitted valid government student aid documentation, as we will be unable to validate your eligibility for the Work-Study Program.

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# RESEARCH ASSISTANT

## CENTRE FOR HUMAN RIGHTS RESEARCH

### Duties & Responsibilities:

- ▶ *Assisting the director of the Centre for Human Rights Research with a variety of research projects and events, including a genocide prevention workshop Oct. 19-20.*
- ▶ *Will include literature reviews, editing, footnoting, transcribing interviews, reviewing conference abstracts and helping organize human rights events.*

### Competencies:

- ▶ *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.*
- ▶ *Research*
  - ▶ *Gather relevant secondary data and organize information in a logical manner.*
- ▶ *Teamwork*
  - ▶ *Actively contribute to team projects/tasks;*
  - ▶ *Fulfils required roles, participates in discussion to improve effectiveness.*

### Qualifications & Requirements:

- ▶ *Full-time second or third-year student in fall & winter terms in the Faculty of Law*
- ▶ *Must work four (4) hours per week.*

### Salary:

▶ *\$15.00 per hour*

**How to apply:**

All interested applicants are required to submit **a tailored resumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).

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# RESEARCH ASSISTANT

## ATHLETIC THERAPY LAB, FACULTY OF KINESIOLOGY AND RECREATION MANAGEMENT

### Duties & Responsibilities:

The research assistant will become a 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:

- ▶ *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*
  - ▶ *Actively apply organizing and planning skills to manage work.*
- ▶ *Problem Solving Skills*
  - ▶ *M decisions in accordance with accepted practices and guidelines*
- ▶ *Analysis and Research*
  - ▶ *Gather relevant secondary data and organize information in a logical manner.*
  - ▶ *Collect primary data and/or assist in carrying out lab analysis.*
  - ▶ *Assist in the analysis of quantitative research.*
- ▶ *Problem Solving Skills*
  - ▶ *Use problem-solving strategies to identify and resolve problems, issues and determine solutions.*
- ▶ *Personal Management*
  - ▶ *Embrace new opportunities, learn continuously, and identify importance in every job/task.*
  - ▶ *Anticipate the unexpected and respond quickly to sudden changes in circumstances.*

### **Qualifications & Requirements:**

- ▶ *Knowledge of human physiology and/or anatomy is an asset.*
- ▶ *Knowledge of the reference manager Mendeley is an asset.*
- ▶ *Knowledge of Microsoft Office (Word and Excel) is required.*
- ▶ *Excellent verbal and written communication and interpersonal skills required.*
- ▶ *Ability to follow direction and work independently required.*
- ▶ *Attention to detail is essential.*
- ▶ *Students who have not taken TCPS2 Tutorial Course on Research Ethics and the online PHIA training will be required to complete both at the beginning of their employment.*

### **Salary:**

▶ *\$15.00 per hour*

**How to apply:**

All interested applicants are required to submit **a tailored resumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).

**Reminder:** Your application will not be sent to the employer if you have not submitted valid government student aid documentation, as we will be unable to validate your eligibility for the Work-Study Program.

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# RESEARCH ASSISTANT

## NATIONAL CENTRE FOR LIVESTOCK AND THE ENVIRONMENT

### About NCLE

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://ncle.ca>

### Duties & Responsibilities:

- ▶ *With guidance from the NCLE Research Development Coordinator, the NCLE Research Assistant will:*
- ▶ *Update the database of NCLE researchers, research teams and research projects*
- ▶ *Assist in developing knowledge translation materials pertaining to NCLE research outcomes*
- ▶ *Facilitate planning and execution of special research events (e.g. seminars, workshops)*
- ▶ *Compile a database of institutions, centres, research programs and researchers collaborating on research in Sustainable Animal Agriculture Production Systems*
- ▶ *Prepare a written report summarizing activities, milestones and outcomes/achievements*
- ▶ *Maintain a filing and archiving system for the Financial Administrator for all Faculty Departments/Programs.*
- ▶ *Create and maintain various spreadsheets in order to track human resource, course offering and other financial data.*
- ▶ *Reconciliation of payment authorization.*
- ▶ *Assist with travel claims, deposits and journal entries*

### Competencies:

- ▶ *Written Communication*
  - ▶ *Produce concise and grammatically correct summary notes and knowledge translation materials; Adapt writing style in consideration of different audiences*
- ▶ *Teamwork*
  - ▶ *Accept and share responsibility; Learn from constructive criticism and give positive and constructive feedback; Recognize and respect the importance of each individual*
- ▶ *Planning and Organizing*
  - ▶ *Proactively plans and manages work; Monitors progress through to successful project completion*
- ▶ *Analysis and Research*
  - ▶ *Gather relevant secondary data and organize information in a logical manner.*
- ▶ *Personal Management*
  - ▶ *Develop exceptional time management skills; Learn how to contribute effectively to a team as an individual*

### **Qualifications & Requirements:**

- ▶ *Ideal candidate will be 3rd-4th year undergraduate student studying in Agriculture, Science or Environment and would embody sustainability principles in their daily lives*
- ▶ *Well-developed interpersonal, oral and written communication skills*
- ▶ *Ability to accurately interpret and translate scientific knowledge into non-technical informational materials*
- ▶ *Effective time management, prioritization and organizational skills*
- ▶ *Ability to follow direction as well as self-initiate activities, working independently*
- ▶ *Proficiency with Windows Microsoft Office suite of programs (i.e. Word and Excel)*
- ▶ *Competency in Adobe programs including InDesign and PhotoShop or related software an asset*
- ▶ *Previous experience working as a research assistant is an asset*
- ▶ *Other: Applicants may be required to provide a work sample*



**Salary:**

- ▶ *\$14.00 per hour*

**How to apply:**

All interested applicants are required to submit **a tailored resumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).

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# RESEARCHER, COMMUNITY DEVELOPMENT AND COMMUNITY EDUCATION

## NATURAL RESOURCES INSTITUTE

### **Duties & Responsibilities:**

The student will assist in researching post-secondary education, employment training, housing and homelessness on reserve in northern Manitoba and other locations. The student will assist to document and film the community design charrettes and meetings and the process of working together, or analyze databases of information and conduct statistical analysis. Some requirements to take minutes for meetings and workshops.

### **Competencies:**

- ▶ *Written Communication*
  - ▶ *Condense information/produce concise summary notes accurately with correct grammar, punctuation and spelling.*
  - ▶ *Write letters and reports that are logically structured and contain all relevant information. Adapt writing style in consideration of different audiences.*
- ▶ *Oral Communication*
  - ▶ *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.*
  - ▶ *Contribute to team projects/tasks; fulfils the required roles, participates in a discussion to improve effectiveness.*

- ▶ *Accept and share responsibility.*
- ▶ **Leadership**
  - ▶ *Accept responsibility for decisions and display a positive attitude and perseverance.*
  - ▶ *Model a strong desire to succeed by demonstrating adaptability to achieve goals. Take initiative in leading, supporting and motivating others in developing individual skills or tasks to achieve goals.*
- ▶ **Planning And Organizing**
  - ▶ *Effectively apply organizing and planning skills to manage work.*
  - ▶ *Work effectively to complete deadlines when under pressure.*
  - ▶ *Proactively plans and manages work; monitors results through to successfully complete plans.*
- ▶ **Problem Solving Skills**
  - ▶ *Make decisions in accordance to accepted practices and guidelines.*
  - ▶ *Use problem solving strategies to identify and resolve problems, issues and determine solutions.*
  - ▶ *Recognize inconsistencies in reasoning. Makes decisions in situations that fall outside established guidelines or where the choice among options is less obvious.*
- ▶ **Analysis and Research**
  - ▶ *Gather relevant secondary data and organize information in a logical manner.*
  - ▶ *Collect primary data and/or assist in carrying out surveys, focus groups, and lab analysis.*
  - ▶ *Analyze samples/surveys for quantitative/qualitative research.*
- ▶ **Numeracy:**
  - ▶ *Able to carry out arithmetic operations/understand data.*
  - ▶ *Perform calculations for adding, subtracting, multiplying and dividing, and converting between fractions and decimals.*
  - ▶ *Perform complex calculations and operations that require using advanced multi-step mathematical strategies.*
  - ▶ *Analyze or compare numerical data to identify trends or compare statistics.*
- ▶ **Digital Technology Skills**

- ▶ *Performs basic computer tasks, such as creating documents, saving files, and sending an email.*
- ▶ *Design web pages and a wide range of software skills.*
- ▶ *Demonstrate in depth knowledge of computer software and information technology systems.*
- ▶ **Presentation Skills**
  - ▶ *Present basic information to one or more people using appropriate resources, vocabulary, and non-verbal language.*
  - ▶ *Prepare and present advanced information with clarity with the ability to respond to questions in a timely manner.*
  - ▶ *Facilitate interactive presentations of advanced information customized to the interests and needs of the audience.*
- ▶ **Personal Management**
  - ▶ *Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace.*
  - ▶ *Embrace new opportunities, learn continuously, and identify the importance in every job/task.*
  - ▶ *Anticipate the unexpected and respond quickly to sudden changes in circumstances*

### **Qualifications & Requirements:**

- ▶ *Interest and skills in sustainable housing design or community development.*
- ▶ *Good communication skills.*
- ▶ *Problem-solving skills.*
- ▶ *Preparing the analysis of different databases using statistical software.*
- ▶ *Filming and photography skills desirable - but can train.*
- ▶ *Hardworking*

### **Salary:**

- ▶ *\$12.00 per hour*

### **How to apply:**

All interested applicants are required to submit **a tailored resumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).

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# STUDENT RESEARCH ASSISTANT

## DEPARTMENT OF ANTHROPOLOGY

### Duties & Responsibilities:

- ▶ *Analyze archaeological remains*
- ▶ *Digitize field notes, photos, plans and data;*
- ▶ *Analysis of zoo-archaeological remains and data;*
- ▶ *Web design;*
- ▶ *Video editing;*
- ▶ *Bibliographic research;*
- ▶ *Maceration and preparation of zoological specimens*
- ▶ *ArcGIS*
- ▶ *AutoCAD*
- ▶ *Museum display*
- ▶ *Photogrammetry*

### Competencies:

- ▶ *Teamwork*
  - ▶ *Demonstrate respect and care. Is open and supportive of the thoughts, opinions, and contributions of others.*
  - ▶ *Actively contribute to team projects/tasks; fulfils required roles, participates in discussion to improve effectiveness.*
  - ▶ *Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback.*
- ▶ *Problem-Solving Skills*
  - ▶ *Make decisions in accordance to accepted practices and guidelines.*
  - ▶ *Use problem-solving strategies to identify and resolve problems, issues and determine solutions.*

- ▶ *Recognize inconsistencies in reasoning. Makes decisions in situations that fall outside established guidelines or where the choice among options is less obvious.*
- ▶ **Analysis and Research**
  - ▶ *Gather relevant secondary data and organize information in a logical manner.*
  - ▶ *Collect primary data and/or assist in carrying out surveys, focus groups, and lab analysis.*
  - ▶ *Analyze samples/surveys for quantitative/qualitative research.*
- ▶ **Numeracy: Able to carry out arithmetic operations/understand data**
  - ▶ *Analyze or compare numerical data to identify trends or compare statistics.*
- ▶ **Digital Technology Skills**
  - ▶ *Performs basic computer tasks, such as creating documents, saving files, and sending emails.*
  - ▶ *Design web pages and a wide range of software skills.*
  - ▶ *Demonstrate in-depth knowledge of computer software and information technology systems.*

### **Qualifications & Requirements:**

- ▶ *Interest in the following areas:*
  - ▶ *Zoology;*
  - ▶ *Archaeology;*
  - ▶ *Map making;*
- ▶ *Knowledge of computers, archaeology or relevant experience;*
- ▶ *3D modeling*
- ▶ *Autocad;*
- ▶ *ArcGIS; and/or*
- ▶ *Endnote*

### **Salary:**

- ▶ *\$15.00 per hour*

**How to apply:**

All interested applicants are required to submit **a tailored resumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).

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# STUDENT RESEARCH ASSISTANT

## NEUROSCIENCE RESEARCH PROGRAM

### **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 & Responsibilities:**

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:**

- ▶ *Organize & support a research project*
- ▶ *Develop strong interpersonal, oral & communication skills, particularly with Indigenous communities - how to communicate, spiritual practices and structures around communication, expectations on how to interact with Indigenous communities*
- ▶ *Develop creative & writing skills regarding publications, PowerPoint presentations, advertising materials*
- ▶ *Learn how to conduct literature reviews & provide a report on the findings*
- ▶ *Organize daily workflow to meet expected deadlines*
- ▶ *Work as part of a research & administrative team, as well as work with minimal supervision on a daily basis*
- ▶ *Develop advanced computer skills in Microsoft Office modules - Outlook, Word, Excel, PowerPoint*
- ▶ *Schedule & organize meetings, including booking room, preparing meeting materials & circulating, contacting members to set up meeting, taking minutes*

- ▶ *Adhere to office cultures, including attendance policies, dress code, learning environment*
- ▶ *Acquire general office skills - photocopy, faxing, printing, collating, use of general office equipment*
- ▶ *Problem-solve, problem-find and anticipate future needs based on current state*

### **Qualifications & Requirements:**

- ▶ *Proficiency with computers and related programs (such as: Word, Outlook, etc.) are required.*
- ▶ *Excellent interpersonal skills are required.*
- ▶ *An understanding of Indigenous worldviews and culture is required.*
- ▶ *Excellent oral and written communication skills are required.*
- ▶ *Ability to incorporate Indigenous values when working with clients is required.*

Note: Student will be working at the Bannatyne campus, actual schedule to be discussed with successful applicant.

### **Salary:**

- ▶ *\$15.00 per hour (including 6% vacation pay)*

### **How to apply:**

All interested applicants are required to submit **a tailored résumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).

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# STUDENT RESEARCH ASSISTANT

## COLLEGE OF REHABILITATION SCIENCES

### Duties & Responsibilities:

- ▶ *Working with the Dean, Project Coordinator, and First Nation community representatives from six First Nations communities that are joining in a project entitled "Kiga mamo anokimin onji minoayawin" or "we will work together for health and wellness".*
- ▶ *Day to day responsibilities will be to liaise with community members and faculty regarding initiatives that have been agreed to by the College and respective communities.*
- ▶ *Liaise with other colleges.*
- ▶ *Focus will be on community development, rehabilitation, economic development or urban planning.*
- ▶ *Performs other duties as assigned or required.*

### Competencies:

- ▶ *Organize & support a research project*
- ▶ *Develop strong interpersonal, oral & communication skills, particularly with Indigenous communities - how to communicate, spiritual practices and structures around communication, expectations on how to interact with Indigenous communities*
- ▶ *Develop creative & writing skills regarding publications, PowerPoint presentations, advertising materials*
- ▶ *Learn how to conduct literature reviews & provide a report on the findings*
- ▶ *Organize daily workflow to meet expected deadlines*
- ▶ *Work as part of a research & administrative team, as well as work with minimal supervision on a daily basis*
- ▶ *Develop advanced computer skills in Microsoft Office modules - Outlook, Word, Excel, PowerPoint*
- ▶ *Schedule & organize meetings, including booking room, preparing meeting materials & circulating, contacting members to set up meeting, taking minutes*

- ▶ *Adhere to office cultures, including attendance policies, dress code, learning environment*
- ▶ *Acquire general office skills - photocopy, faxing, printing, collating, use of general office equipment*
- ▶ *Problem-solve, problem-find and anticipate future needs based on current state*

### **Qualifications & Requirements:**

- ▶ *Proficiency with computers and related programs (such as: Word, Outlook, etc.) are required.*
- ▶ *Excellent interpersonal skills are required.*
- ▶ *An understanding of Indigenous worldviews and culture is required.*
- ▶ *Excellent oral and written communication skills are required.*
- ▶ *Ability to incorporate Indigenous values when working with clients is required.*

Note: Student will be working at the Bannatyne campus, actual schedule to be discussed with successful applicant.

### **Salary:**

- ▶ *\$15.00 per hour (including 6% vacation pay)*

### **How to apply:**

All interested applicants are required to submit **a tailored resumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).

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# STUDENT RESEARCH ASSISTANT

## FACULTY OF AGRICULTURAL AND FOOD SCIENCES

### Duties & Responsibilities:

The Student Research Assistant will work to assist with the following:

- ▶ *Enter publications into Reference Manager, a database program designed to manage bibliographic citations or references.*
- ▶ *Literature searching.*
- ▶ *Assisting with research projects.*
- ▶ *Archiving research materials.*
- ▶ *Assisting with data collection and analysis.*
- ▶ *Assisting with routine lab maintenance tasks (set-up and tear down of data collection materials, etc.).*
- ▶ *Other duties as assigned.*

### Competencies:

- ▶ *Written and Oral Communication*
  - ▶ Condense information/produce concise summary notes accurately with correct grammar, punctuation and spelling.
  - ▶ Write letters and reports that are logically structured and contain all relevant information.
  - ▶ Ask and answer questions, clarify, and summarize what others are communicating.
  - ▶ Communicate with others using a variety of communication strategies to negotiate, mediate, and resolve difficult issues.
- ▶ *Teamwork*
  - ▶ Actively contribute to team projects/tasks; fulfill required roles, participate in discussions to improve effectiveness.
  - ▶ Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback.
- ▶ *Analysis and Research*

- ▶ Gather relevant secondary data and organize information in a logical manner.
- ▶ *Leadership*
  - ▶ Accept responsibility for decisions and display a positive attitude and perseverance.
  - ▶ Model a strong desire to succeed by demonstrating adaptability to achieve goals.
- ▶ *Planning and Organizing*
  - ▶ Effectively apply organizing and planning skills to manage workload.
  - ▶ Work effectively to complete deadlines when under pressure.
  - ▶ Proactively plans and manages work; monitors results through to successfully complete plans.
- ▶ *Problem Solving Skills*
  - ▶ Make decisions in accordance to accepted practices and guidelines.
  - ▶ Use problem-solving strategies to identify and resolve problems, issues and determine solutions.
- ▶ *Digital Technology Skills*
  - ▶ Perform basic computer tasks, such as creating documents, saving files, and sending emails.
  - ▶ Demonstrate in depth knowledge of computer software and information technology systems.
- ▶ *Personal Management*
  - ▶ Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace.
  - ▶ Embrace new opportunities, learn continuously, and identify importance in every job/task.
  - ▶ Anticipate the unexpected and respond quickly to sudden changes in circumstances.

**Qualifications & Requirements:**

- ▶ *Knowledge of Microsoft Office (Word, Excel, PowerPoint) is required.*
- ▶ *Excellent verbal and written communication and interpersonal skills required.*
- ▶ *Conducts oneself in a positive and professional manner.*

- ▶ *Ability to work effectively both independently and in a team environment required.*
- ▶ *Attention to detail is essential.*
- ▶ *Demonstrates strong organizational and time management skills.*
- ▶ *The applicant should possess a professional, friendly, helpful and outgoing attitude.*

**Salary:**

- ▶ *\$11.82 per hour*

**How to apply:**

All interested applicants are required to submit **a tailored resumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).

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# WASTE ANALYST

## OFFICE OF SUSTAINABILITY

### Duties & Responsibilities:

The goal of this position is to conduct research on sustainability issues relating to on-campus waste streams (landfill, recycling, reuse and compost).

The candidate will research and facilitate new and existing ideas of waste reduction including recycling, reuse and composting. Through the preparation of analytical briefings, reports and presentations this position will support educational campaigns for the campus community on sustainability issues relating to waste.

This position will participate as part of the Office of Sustainability team to implement sustainability initiatives some of which may include: Green Office, residence move out, battery recycling, plastic bag recycling, and e-waste.

Students with a Biosystems Engineering or Environmental Science studies or related program may be interested in this position.

### Competencies:

- ▶ *Written and Graphic Communication*
  - ▶ *Adapt writing style in consideration of different audiences. Experience with written reports, social media, web content and graphics expressions of data experience considered to be an asset*
- ▶ *Oral Communication*
  - ▶ *Provide clear explanations and directions while instructing, educating and providing feedback.*
- ▶ *Personal Management*
  - ▶ *Manage time and competing priorities effectively.*
  - ▶ *Embrace new opportunities, learn continuously, and identify importance in every job/task.*
- ▶ *Planning and Organizing*
  - ▶ *Proactively plans and manages work; monitors results through to successful completion of plans.*
- ▶ *Teamwork*
  - ▶ *Demonstrate respect and care. Is open and supportive of the thoughts, opinions, and contributions of others.*



- ▶ *Actively contribute to team projects/tasks, participates in team discussions and office planning.*
- ▶ *Problem Solving*
  - ▶ *Use problem solving strategies to identify and resolve problems, issues and determine solutions.*
- ▶ *Analysis and Research*
  - ▶ *Gather relevant data, organize, analyze and manage information in a logical manner.*

### **Qualifications & Requirements:**

- ▶ *Possess excellent interpersonal, verbal and written communication skills.*
- ▶ *Deal effectively with staff, students and the public.*
- ▶ *Demonstrate the ability to take initiative and exercise independent judgement.*
- ▶ *Possess excellent time management skills.*
- ▶ *Work independently as a member of a team under time constraints.*

### **Salary:**

- ▶ *\$14.50 per hour*

### **How to apply:**

All interested applicants are required to submit **a tailored resumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).

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# STUDENT SERVICE

# ADMISSIONS ASSISTANTS

## ADMISSIONS, ENROLMENT SERVICES

*We are hiring two (2) students for this position.*

### **Duties & Responsibilities:**

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:**

- ▶ *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*

### **Qualifications & Requirements:**

- ▶ *Knowledge of basic accounting principles and routines required*
- ▶ *Excellent attention to detail and sound problem-solving skills*
- ▶ *Excellent communication and organizational skills, both verbal and written*
- ▶ *Ability to work both independently and with a team*
- ▶ *Ability to work under pressure with speed and accuracy*

- ▶ *Proficiency in utilizing Microsoft Office (Word, Excel, Access, Outlook), internet*

**Salary:**

- ▶ *\$14.51 per hour (including vacation pay)*

**How to apply:**

All interested applicants are required to submit **a tailored resumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).

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# ALTERNATE FORMAT ASSISTANT

## ASSISTIVE TECHNOLOGY LAB, STUDENT ACCESSIBILITY SERVICES

### Duties & Responsibilities:

The Alternate Format Assistant will be working to provide training and assistance to students with disabilities. The Alternate Format Assistant will help the Assistive Technologist with:

- ▶ *alternate format ordering to the Province of Manitoba,*
- ▶ *alternate format conversion, i.e. braille, large print, kesi files, PDF, audio to written, assistive technology training on kurzweil, zoomtext, read and write gold, and*
- ▶ *classroom equipment placement.*

The Alternate Format Assistant will also be available for student help desk requests and office hours in the Assistive Technology Lab.

### Competencies:

- ▶ *Communicate with others using a variety of communication strategies to negotiate, mediate, resolve difficult issues and present ideas;*
- ▶ *Follow technical procedures to ensure a secure environment for tests and exams in alternate formats;*
- ▶ *Effectively apply organizing and planning skills to manage work;*
- ▶ *Demonstrate in-depth knowledge of assistive technology software and alternate format production*
- ▶ *Gather relevant data and organize information in a logical manner*

### Qualifications & Requirements:

- ▶ *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.*
- ▶ *Preference will be given to students with a disability.*

### Salary:

▶ *\$12.00 per hour*

**How to apply:**

All interested applicants are required to submit **a tailored resumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).

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# AWARDS ESTABLISHMENT & SELECTIONS ASSISTANTS

## FINANCIAL AID AND AWARDS

*We are hiring two (2) students for this position.*

### **Duties & Responsibilities:**

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

Assisting the Awards Establishment Coordinators.

### **Competencies:**

- ▶ *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.*

#### **Qualifications & Requirements:**

- ▶ *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:**

- ▶ *\$11.82 per hour*

#### **How to apply:**

All interested applicants are required to submit **a tailored resumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).

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# CO-CURRICULAR RECORD PROGRAMS ASSISTANT

## STUDENT LIFE

### Duties & Responsibilities:

- ▶ *University of Manitoba Co-Curricular Record* 70%
  - ▶ *Assist in keeping student Co-Curricular Records up to date and accurate*
  - ▶ *Assist in the delivery of the communications strategy targeting student group executives, staff, faculty and appropriate stakeholders regarding the Co-Curricular Record.*
  - ▶ *Provide training sessions for students, staff and faculty on how to use UCommunityLINK and how to submit required Co-Curricular Record documents.*
  - ▶ *Assist in the development and implementation of an information repository of ongoing get-involved opportunities and co-curricular information and resources.*
  
- ▶ *Communication* 30%
  - ▶ *Participate in the monthly student communications committee meeting*
  - ▶ *Create weekly updates to the "Events this Week" web page*
  - ▶ *Regularly update posters in the Student Affairs display cases.*
  - ▶ *Assist in representing Student Life at on-campus events.*
  - ▶ *Answer email, phone and in-person queries in a timely and professional manner.*

### Competencies:

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

- ▶ *Oral Communication*
  - ▶ *Ask and answer questions, clarify, and summarize what others are communicating.*
- ▶ *Problem Solving*
  - ▶ *Use problem solving strategies to identify and resolve problems, issues and determine solutions.*
- ▶ *Digital Technology Skills*
  - ▶ *Performs basic computer tasks, such as creating documents, saving files, and sending email.*

### **Qualifications & Requirements:**

- ▶ *Minimum Formal Education/Training Requirements*
  - ▶ *Enrolled as a current student at the University of Manitoba (must be planning on returning to academic studies in September 2018) 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 is an asset*
  - ▶ *Previous experience in program and event planning is an asset*
  - ▶ *Previous experience working in a clerical/office setting is an asset*
- ▶ *Skills*
  - ▶ *Exceptional interpersonal and customer service skills*
  - ▶ *Excellent verbal and written communication skills*
  - ▶ *Effective time management and organizational skills*
  - ▶ *Effective meeting and record keeping skills*
  - ▶ *Proficient use of intermediate Microsoft Office features, particularly with Microsoft Excel*
  - ▶ *Proficient use with Adobe Cloud features, particularly with Photoshop and In Design is an asset*
- ▶ *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 diverse 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:**

All interested applicants are required to submit **a tailored resumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).

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# INDIGENOUS MENTOR-HELPER

## LAND AND WATER MENTORING PROGRAM, COMMUNITY SERVICE-LEARNING

The successful candidate will be of Indigenous ancestry. We are hiring Mentor-Helpers whose lived experiences as men, women and two-spirit or nonbinary people can complement each other.

### **Duties & Responsibilities:**

The Indigenous Mentor-Helper will provide mentoring and facilitation support for the Land and Water Mentoring Program with R. B. Russell Vocational High School. The Mentor-Helper may also help with program promotion. Programming takes place from October to May of each year, with an average of 10 hours of work per month.

- ▶ *Mentoring Indigenous youth*
  - ▶ *Participate in monthly program team meetings from September to May*
  - ▶ *Participate in monthly orientation, training and reflection sessions from October to May*
  - ▶ *Participate in monthly group programming at the university, on the land or in the community, taking place on one day per month on a Tue/Wed/Thu from October to December and February to April*
  - ▶ *Exact dates to be determined in September and December*
  - ▶ *Participant in monthly one-on-one mentoring at R. B. Russell Vocational High School*
  - ▶ *Provide program feedback and reflection*
- ▶ *Program Development and Facilitation*
  - ▶ *Assist with the planning, facilitation and assessment of mentoring programming*
  - ▶ *Assist with University and community mentor orientation and training*
  - ▶ *Assist with mentoring celebration*
- ▶ *Program Promotion*

- ▶ *Recruit University and community mentors in late August, during Orientation and throughout September through tabling, class talks, presentations, info sessions and more*
- ▶ *Share program opportunity with community members, students, staff and faculty through emails, phone calls, articles, social media and more*
- ▶ *Assist with other promotion as required*
- ▶ *Other duties may be assigned as needed or to reflect the successful candidate's skills and abilities.*

### **Competencies:**

- ▶ *Oral Communication*
  - ▶ *Communicate with others using a variety of communication strategies to negotiate, mediate, resolve difficult issues and sell ideas.*
- ▶ *Teamwork*
  - ▶ *Demonstrate respect and care. Is open and supportive of the thoughts, opinions, and contributions of others.*
  - ▶ *Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback.*
- ▶ *Leadership*
  - ▶ *Take initiative in leading, supporting and motivating others in developing individual skills or tasks to achieve goals.*
- ▶ *Problem-Solving Skills*
  - ▶ *Makes decisions in situations that fall outside established guidelines or where the choice among options is less obvious.*
- ▶ *Presentation Skills*
  - ▶ *Facilitate interactive presentations customized to the interests and needs of the audience.*
- ▶ *Personal Management*
  - ▶ *Embrace new opportunities, learn continuously, and identify importance in every job/task.*
  - ▶ *Anticipate the unexpected and respond quickly to sudden changes in circumstances.*

## **Qualifications & Requirements:**

- ▶ *Minimum Formal Education/Training Requirements*
  - ▶ *Current enrollment as a full-time student at the University of Manitoba is required*
  - ▶ *Education or training in a relevant discipline is strongly preferred, e.g., Native Studies, Kinesiology and Recreation Management*
  - ▶ *Must have satisfactory academic standing (minimum 2.0 GPA)*
- ▶ *Experience*
  - ▶ *Demonstrated experience with Indigenous youth or mentoring programming as a participant, volunteer or staff is required*
  - ▶ *Demonstrated experience, knowledge and competency with Indigenous cultures, history, language and community protocols is preferred*
  - ▶ *Prior experience planning and facilitating workshops and activities is preferred*
  - ▶ *Prior experience working in an office setting is preferred*
  - ▶ *Prior experience with Community Service-Learning programs is an asset*
- ▶ *Skills*
  - ▶ *Exceptional problem solving and conflict resolution skills are required*
  - ▶ *Excellent oral and written communication skills are required*
  - ▶ *Excellent risk management skills are required*
  - ▶ *Strong time management skills are required*
- ▶ *Abilities*
  - ▶ *Work effectively with students, staff, faculty and community members of diverse educational, age, racial, ethnic and cultural backgrounds*
  - ▶ *Quickly establish strong and personal rapport with Indigenous youth and community partners*
  - ▶ *Empathize and interact patiently with fellow mentors and youth*
  - ▶ *Maintain privacy and confidentiality with respect to all communications and records to the extent protected under the law and statements of ethical practice*
  - ▶ *Develop and maintain proactive relationships with all key constituents including students, faculty and staff, administrators, team members, sponsors and members of the community*

- ▶ *Work cooperatively as part of a team*
- ▶ *Assess situations and determine appropriate action*
- ▶ *Fluency in an local Indigenous language, such as Ojibwe, Cree, Michif or Oji-Cee is preferred*
- ▶ *Spend up to 3 hours standing or walking and lift up to 20lbs*
- ▶ *Please note that the successful candidate must be able to register as a volunteer with the Winnipeg School Division, which includes a Police Information Check and Child Abuse Registry Check.*

**Salary:**

- ▶ *\$12.00 per hour*

**How to apply:**

All interested applicants are required to submit **a tailored resumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).

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# JUNIOR STUDENT ADVOCATE

## STUDENT ADVOCACY

### Duties & Responsibilities:

- ▶ *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:

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



### **Qualifications & Requirements:**

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

### **Salary:**

- ▶ *\$17.00 per hour*

### **How to apply:**

All interested applicants are required to submit **a tailored resumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).

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# MENTORING PROGRAMS ASSISTANT

## STUDENT LIFE

### Duties & Responsibilities:

- ▶ *Mentorship Program* 45%
  - ▶ *Assist with the management, motivation, and discipline of volunteers in the mentoring program*
  - ▶ *Recruit mentors from various faculties to partner with new students in the same faculty*
  - ▶ *Promote the mentoring 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*
  - ▶ *Schedule monthly in-person group check-in meetings with mentors and mentees*
  - ▶ *Regularly communicate with mentors and mentees regarding questions, concerns and/or challenges*
- ▶ *Administrative & Organization* 20%
  - ▶ *Managing and keeping accurate records of participants in the program*
  - ▶ *Managing and keeping accurate records of reports*

- ▶ *Other duties as assigned*

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

### **Competencies:**

- ▶ *Written Communication*
  - ▶ *Condense information/produce concise summary notes, write letters and reports that are logically structured, and adapt writing style in consideration of audience.*
- ▶ *Planning and Organizing*
  - ▶ *Effectively apply organizing and planning skills to manage work, work effectively to complete tasks and meet deadlines, proactively plan and manage work.*
- ▶ *Analysis and Research*
  - ▶ *Gather relevant data and organize information in a logical manner*
- ▶ *Personal Management*
  - ▶ *Embrace new opportunities and learn continuously.*

### **Qualifications & Requirements:**

- ▶ *Minimum Formal Education/Training Requirements*
  - ▶ *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 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*

**Salary:**

- ▶ *\$13.00 per hour*

**How to apply:**

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# PEER MENTOR LEAD

## STUDENT ACCESSIBILITY SERVICES

### Duties & Responsibilities:

The Lead Mentor will help address common student questions and concerns regarding services provided by Student Accessibility Services (SAS). He/She will create weekly schedules for the mentors, who will be scheduled mainly during lunch hours. Leaders will also help organize training sessions and aid with any questions that mentors may face.

The Lead will also be trained to work the front desk of 520 and help with any incoming calls and emails when needed. The program runs from September 2018 to March 2019.

The Lead Mentor will:

- ▶ *Be a knowledgeable guide for new students*
- ▶ *Create weekly schedules for volunteer mentors*
- ▶ *Organize training with mentees and SAS staff*
- ▶ *Attend periodic meetings with SAS staff*
- ▶ *Create end of term evaluation*
- ▶ *Must be able to maintain confidentiality and must have clear boundaries between both the mentor and mentees*
- ▶ *5-10 hours required per week*

### Competencies:

- ▶ *Communicate with others using a variety of communication strategies to negotiate, mediate, and resolve difficult issues and present ideas.*
- ▶ *Demonstrate respect and care. Is open and supportive of the thoughts, opinions, and contributions of others.*
- ▶ *Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback.*
- ▶ *Effectively apply organizing and planning skills to manage work.*
- ▶ *Take initiative in leading, supporting and motivating others in developing individual skills or tasks to achieve goals.*

### Qualifications & Requirements:

- ▶ *Must be a student registered with SAS*
- ▶ *Students must be in their second year or above in their academic studies*
- ▶ *Strong interpersonal skills*
- ▶ *Students must have a good knowledge of the University of Manitoba campus and SAS programs, services, policies and procedures.*
- ▶ *Must be available to attend Peer Mentor training in August/September*
- ▶ *Grade point average will be considered*
- ▶ *Hours: Must be able to work 5-10 hours a week.*

**Salary:**

- ▶ *\$12.00 per hour*

**How to apply:**

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# STUDENT CAREER SERVICE ADVISORS

## CAREER SERVICES

*We are hiring two (2) students for this position*

### **Duties & Responsibilities:**

- ▶ *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, one-on-one consulting services and supports the use of self-directed tools and resources.*
- ▶ *Supports the transition to consulting services through the client management system. Specifically:*
- ▶ *Creates and manages hard-copy and electronic client filing system*
- ▶ *Introduces clients to the career development process and supporting tools and resources*
- ▶ *Participates in special events (e.g., Career Fairs/Outreach Tables) and staffing information booths providing information on self-directed resources and Career Services continuum of service delivery.*
- ▶ *Researches, identifies and recommends new resource materials for clients.*
- ▶ *Updates and maintains the online and paper career resource collections.*

- ▶ *Ensures front desk reception has the necessary documents replenished to provide timely service.*
- ▶ *Provides reception service during client drop-in times as required.*
- ▶ *Responds to inquiries from students, alumni, faculty, staff, prospective students, employers and general public through in-person, phone or email contact.*
- ▶ *Provides intake documents and explains FIPPA policy to ensure client understanding.*
- ▶ *Performs other duties as assigned*

### **Competencies:**

- ▶ *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.*

### **Qualifications & Requirements:**

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

### **Salary:**

- ▶ *\$12.50 per hour*

### **How to apply:**

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# STUDENT RECRUITMENT ASSISTANT

## STUDENT RECRUITMENT, ENROLMENT SERVICES

### Duties & Responsibilities:

The Office of Student Recruitment at the University of Manitoba is responsible for promoting the University of Manitoba to high school students in domestic, international and Indigenous markets. Student Recruitment oversees a number of major recruitment events during the calendar year. Recruitment events are designed to introduce prospective students to the university community and provide an opportunity for students to learn more about the university's academic programs while networking with staff and current students.

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.*
- ▶ *Recruit student volunteers for on and off campus special events and provides student volunteer training.*
- ▶ *Office tasks such as answering email inquiries, preparing mail outs, and assisting with the development of recruitment materials and publications.*

### Competencies:

- ▶ *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.*

### **Qualifications & Requirements:**

- ▶ *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:**

- ▶ *\$11.82 per hour*

### **How to apply:**

All interested applicants are required to submit **a tailored resumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).

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▶

# TECHNICAL

# ACCOUNTING ASSISTANT

## FACULTY OF ARCHITECTURE

### Duties & Responsibilities:

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

### Competencies:

- ▶ *Numeracy*
  - ▶ *Perform calculations for adding, subtracting, multiplying and dividing, and converting between fractions and decimals.*
  - ▶ *Analyze or compare numerical data to identify trends or compare statistics.*
- ▶ *Analysis and Research*
  - ▶ *Gather relevant data and organize information in a logical manner.*
- ▶ *Oral Communication*
  - ▶ *Ask and answer questions, clarify, and summarize what others are communicating.*
- ▶ *Teamwork*
  - ▶ *Actively contribute to team projects/tasks; fulfils the required roles, participates in discussion to improve effectiveness.*
- ▶ *Problem Solving*
  - ▶ *Use problem-solving strategies to identify and resolve problems, issues and determine solutions.*
- ▶ *Planning and Organizing*
  - ▶ *Effectively apply organizing and planning skills to manage work. Work with tight deadlines and at a fast pace.*

- ▶ *Digital Technology*
  - ▶ *Work with a range of software including Excel and various accounting software programs*
- ▶ *Personal Management*
  - ▶ *Manage time and competing priorities effectively.*

**Qualifications & Requirements:**

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

**Salary:**

- ▶ *\$15.00 per hour*

**How to apply:**

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# COMPUTER LAB ASSISTANTS

## COMPUTER LAB, FACULTY OF EDUCATION

*We are hiring two (2) students for this position.*

### **Duties & Responsibilities:**

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

### **Competencies:**

- ▶ *Teamwork*
  - ▶ *Accept and share responsibility. Learn from constructive criticism.*
- ▶ *Oral Communication*
  - ▶ *Provide clear explanations and directions while instructing, educating and providing feedback.*
- ▶ *Planning and Organizing*

- ▶ *Effectively apply organizing and planning skills to manage work.*
- ▶ **Problem Solving Skills**
  - ▶ *Make decisions in accordance to accepted practices and guidelines.*
  - ▶ *Use problem solving strategies to identify and resolve problems, issues and determine solutions.*
- ▶ **Digital Technology Skills**
  - ▶ *Performs basic computer tasks, such as creating documents, saving files, and sending email.*
  - ▶ *Demonstrate in depth knowledge of computer software and information technology systems.*
- ▶ **Personal Management**
  - ▶ *Embrace new opportunities, learn continuously, and identify importance in every job/task.*
  - ▶ *Anticipate the unexpected and respond quickly to sudden changes in circumstances.*
- ▶ **Presentation Skills**
  - ▶ *Present basic information to one or more people using appropriate resources, vocabulary, and non-verbal language.*

### **Qualifications & Requirements:**

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

### **Salary:**

- ▶ *\$11.85 per hour + 6% vacation pay*

### **How to apply:**

All interested applicants are required to submit **a tailored resumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).



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# FABRICATION ASSISTANT

CE2P2E, FACULTY OF ENGINEERING

## Duties & Responsibilities:

- ▶ *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:

- ▶ *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; fulfils 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*

### **Qualifications & Requirements:**

- ▶ *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:**

- ▶ *\$14.00 per hour*

### **How to apply:**

All interested applicants are required to submit **a tailored resumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).

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# GALLERY ASSISTANT

## EXHIBITIONS AND COLLECTIONS, 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. It has a collection of over 4000 artworks and artifacts within its collection, with new objects added annually. The Gallery also assists the School of Art in the presentation of its annual Open House and BFA Graduating Exhibition.

### **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 & Responsibilities:**

- ▶ *Assist with cataloguing and documenting works of art in the permanent collection.*
- ▶ *Update exhibition and collection files with support material.*
- ▶ *Assist with the installation of exhibitions and opening reception preparations.*
- ▶ *Update exhibition and collection files with support materials;*
- ▶ *Contact artists and art dealers for material, conduct secondary source research on site and at libraries and galleries in the area.*

### **Competencies:**

- ▶ *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.*

### **Qualifications & Requirements:**

- ▶ *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.*
- ▶ *Meets the University of Manitoba Work-Study qualifications*

### **Assets:**

- ▶ *Ability to work with Microsoft Word and Excel, Adobe Indesign and Photoshop.*
- ▶ *Previous work experience (volunteer or paid) in a gallery or museum.*

### **Salary:**

- ▶ *\$13.50 per hour*

### **How to apply:**

All interested applicants are required to submit **a tailored resumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).

**Reminder:** Your application will not be sent to the employer if you have not submitted valid government student aid documentation, as we will be unable to validate your eligibility for the Work-Study Program.

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# GRAPHIC DESIGN ASSISTANT

## FACULTY OF ARCHITECTURE

### **Duties & Responsibilities:**

- ▶ *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 a photographer for events and conferences.*

### **Competencies:**

- ▶ *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.*

### **Qualifications & Requirements:**

- ▶ *Personally active on social media, must have experience with Facebook, Twitter and Instagram.*
- ▶ *Good understanding of social media best practices and etiquette.*
- ▶ *Strong written communication skills, excellent grammar.*
- ▶ *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 the use of design Software, including InDesign and Photoshop.*
- ▶ *Preference will be given to students with a disability.*

**Salary:**

- ▶ *\$13.00 per hour*

**How to apply:**

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# MAINTENANCE DATA ANALYST

## PHYSICAL PLANT

### Duties & Responsibilities:

The maintenance data analyst will review key pieces of information on behalf of Operations & Maintenance within Physical Plant to assist with transitioning to a new computerized maintenance management system (CMMS). Duties include, but are not limited to:

- ▶ *Pulls critical maintenance data (e.g. assets, procedures, schedules) from existing CMMS for analysis/manipulation in Excel*
- ▶ *In consultation with appropriate trades, reviews maintenance schedules; updates accordingly*
- ▶ *Reviews asset information, validates correctness (via paper or visiting site) and performs necessary updates*
- ▶ *Reviews procedure information specific to each trade and provides statistical information regarding procedure usage rates to inform which procedures are maintained moving forward*
- ▶ *Reviews attachments housed within the CMMS that automatically generate with work orders; retains attachments electronically to be reviewed by trades and implemented in the new system as required. Replication of the document in a usable format may be necessary*
- ▶ *Reviews recent maintenance manuals associated with new construction projects and pulls out information regarding maintenance schedules to inform future maintenance activities*

### Competencies:

- ▶ *Written Communication*
  - ▶ *Condense information in written format that can be used to inform future decisions*
- ▶ *Oral Communication*
  - ▶ *Utilize a variety of communication skills to present complex ideas and obtain necessary information; ask and answers questions as necessary*
- ▶ *Leadership*

- ▶ *Exhibits initiative and accountability in work that is provided to ensure that a common goal is met*
- ▶ *Analysis and Research*
  - ▶ *Gathers appropriate data and organizes it in a logical way; ensures accuracy in data*
  - ▶ *Analyzes data and provides recommendations based on inconsistencies in the data, or best practices*
- ▶ *Digital Technology Skills*
  - ▶ *Demonstrate in-depth knowledge of specialized computer software as well as standard software suites*
- ▶ *Job Specific Skills*
  - ▶ *Apply existing engineering knowledge (e.g. mechanical, electrical, civil) to a maintenance environment*
  - ▶ *Learn about complex infrastructure and its respective systems to ensure optimal building performance*
  - ▶ *Learn about the importance of preventive maintenance*
  - ▶ *Become familiar with key performance indicators (KPIs), and their importance in the maintenance*

### **Qualifications & Requirements:**

- ▶ *Completion of at least 2 years of an undergraduate program in a related discipline; engineering disciplines are preferred.*
- ▶ *Experience with Microsoft Office is required.*
- ▶ *Experience in a maintenance environment would be considered an asset but is not required.*
- ▶ *Proficiency in using intermediate features of MS Office Suite (Excel, Access) programs is required.*
- ▶ *Attention to detail and accuracy for data entry integrity is required.*
- ▶ *Must have demonstrated comprehensive reading and critical thinking skills to understand, interpret, and effectively communicate maintenance information.*

### **Salary:**

- ▶ *\$17.00 per hour*

**How to apply:**

All interested applicants are required to submit **a tailored resumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).

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# STUDENT ASSISTANT COACH

## BISON SPORTS

### **Duties & Responsibilities:**

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 2018-19 season. The successful candidate will be involved in a wide array of projects including:

- ▶ *team scheduling/itinerary coordination*
- ▶ *assisting with team training and other team events*
- ▶ *assisting with video work (scouting and analysis)*
- ▶ *promoting home competitions, fundraising, and/or recruiting activities*
- ▶ *planning and organization of special events*
- ▶ *updating recruiting database*
- ▶ *other miscellaneous activities as assigned by the head coach*

### **Competencies:**

- ▶ *Oral Communication*
  - ▶ Ask and answer questions, clarify, and summarize what others are communicating.
  - ▶ Provide clear explanations and directions while instructing, educating and providing feedback.
  - ▶ Communicate with others using a variety of communication strategies to negotiate, mediate, resolve difficult issues and sell ideas.
- ▶ *Teamwork*
  - ▶ Demonstrate respect and care. Is open and supportive of the thoughts, opinions, and contributions of others.
  - ▶ Actively contribute to team projects/tasks; fulfills required roles, participates in discussion to improve effectiveness.
  - ▶ Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback.

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

### **Qualifications & Requirements:**

- ▶ *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:**

- ▶ *\$15.00 per hour*

**How to apply:**

All interested applicants are required to submit **a tailored resumé and cover letter**. For detailed instructions, please use the [Work-Study Application Submission Aid](#).

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