



2019/20 POSITION DESCRIPTIONS

WORK-STUDY PROGRAM

Right now, more than 40 campus employers are looking to hire part-time student staff

Find a job to boost your career and build the skills you need for your future.

For more information

474 University Centre, 204 474 9456

umanitoba.ca/student/workstudy

Career Services |



**UNIVERSITY
OF MANITOBA**

TABLE OF CONTENTS

MARKETING, PROMOTIONS & EVENTS.....	1
events logistics assistant	2
school of agriculture	
indigenous event coordinator	5
community service-learning	
indigenous student assistant.....	8
indigenous achievement	
mental health strategy assistant.....	11
student affairs	
radio show assistant	13
student engagement and success	
student event planner	15
college of rehabilitation sciences, bannatyne campus	
student social media assistant.....	18
marketing communications office (MCO)	
student recruitment assistant.....	21
student recruitment office	
video editor/producer.....	23
community service-learning	
OFFICE, ADMINISTRATIVE & CLERICAL.....	26
customer services and recreation assistant	27
recreation services, bannatyne campus	

development assistant	29
st. john's college	
fall/winter workshop instructor	31
wise kid-netic energy	
office assistant	34
college of medicine	
student administrative assistant	36
bison football, bison sports	
student assistant	39
international centre	
student engagement assistant	43
indigenous student centre	
student office assistant	46
st. paul's college	

RESEARCH & LABORATORY..... 48

collections assistant	49
ceramics area, school of art	
herbarium database technician.....	51
department of biological sciences	
recruitment research assistant	53
faculty of agricultural and food sciences	
research assistant	56
centre for the advancement of teaching and learning	
research assistant	59
integrative musculoskeletal research lab	
research assistant	62
rady faculty of health sciences, bannatyne campus	
research assistant	65
centre for human rights research	
research assistant	67
cardiorespiratory & physiology of exercise research lab	
student research assistant.....	70
centre on aging	

student research assistant.....	73
neuroscience research program, bannatyne campus	
student research assistant.....	75
department of anthropology	
sustainability assistant.....	78
office of sustainability	
waste analyst.....	80
office of sustainability	

STUDENT SERVICE..... 82

admissions assistants.....	83
admissions, enrolment services	
alternate format assistant.....	85
student accessibility services	
awards establishment & selections coordinator assistant.....	87
financial aid and awards	
invigilator.....	90
student accessibility services	
junior academic advisor.....	93
faculty of agricultural and food sciences	
junior confidential intake assistant.....	96
student advocacy and case management	
métis inclusion assistant.....	98
indigenous student centre	
ooshka-abe.....	100
indigenous student centre	
peer mentor lead.....	102
student accessibility services	
scholarship program assistant.....	104
financial aid and awards	
student career service advisors.....	106
career services	
student life programs assistants.....	109
student life	

TECHNICAL..... 113

accounting assistant 114
 faculty of architecture

computer lab assistants..... 116
 computer lab, faculty of education

fabrication assistant..... 119
 ce2p2e, faculty of engineering

gallery assistant 121
 exhibitions and collections, school of art

MARKETING, PROMOTIONS & EVENTS

EVENTS LOGISTICS ASSISTANT

SCHOOL OF AGRICULTURE

The School of Agriculture is seeking an energetic individual who can assist planning the various activities in the unit. The successful individual will help coordinate events such as field trips, tours, orientation, and graduation for the Diploma in Agriculture students. This position would also be able to assist with planning the Manitoba Agronomists Conference and other conferences and events that are hosted.

Duties:

- ▶ *Collect information on attendees for each event*
- ▶ *Arranging transportation with bus/van lines to multiple locations*
- ▶ *Ordering catering and ensuring dietary restrictions are met*
- ▶ *Ensure that appropriate PPE is available for attendees at locations that require it.*
- ▶ *Work with the online events calendar to ensure registration needs are met, and to communicate the registration process with attendees.*
- ▶ *Coordinate with internal and external stakeholders to ensure the needs of both students/attendees and hosts are met.*
- ▶ *Liaise between Physical Plant for setup/tear down for on campus events.*
- ▶ *Liaise with Parking Services to coordinate parking for guests and conference attendees.*
- ▶ *Ensure the event website has up to date information*
- ▶ *Assist with promotion literature*
- ▶ *Other duties as assigned*

Competencies:

- ▶ *Written Communication*
 - ▶ *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.*
- ▶ **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:

- ▶ *Qualifications in addition to the Work Study Program criteria:*
- ▶ *Experience in a computerized office environment is preferred.*

- ▶ *Excellent written and verbal communication skills*
- ▶ *Experience in marketing/promotions, either professionally or in volunteer/student group settings*
- ▶ *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:

- ▶ *\$11.82 - \$15.70 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.

INDIGENOUS EVENT COORDINATOR

COMMUNITY SERVICE-LEARNING

Duties & Responsibilities:

Do you throw great parties? Do you want to get paid to do it? Reporting to the Service-Learning Coordinator (Indigenous), the Indigenous Event Coordinator position focuses on the planning and coordination of student-centered events, as well as promotion and recruitment associated with the events.

Event coordinators are responsible for all aspects of an event, including event planning; booking locations, catering and speakers; promoting, recruiting and managing event registration; executing events; and organizing clean-up. Event coordinators create and manage project budgets, ensure events run smoothly, and problem-solve when needed.

Collaboratively with the Service-Learning Coordinator(s) and other internal and external partners, this position will plan and coordinate several events throughout the 2019-2020 school year, including:

- ▶ *Monthly CSL Circles,*
- ▶ *Three talks for the Land-Based Climate Change Education Program,*
- ▶ *Fall and winter term launches of the Decolonizing Framework and Resources, and*
- ▶ *The Reading Week land-based learning experience.*

This is a project-based position of 125 hours, with the possibility of an extension. Hours may be flexible.

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. Provide clear explanations and directions while instructing, educating and providing feedback.*
- ▶ *Communicate with others using a variety of communication strategies to negotiate, mediate, resolve difficult issues and sell ideas.*
- ▶ **Teamwork**
 - ▶ *Actively contribute to team projects/tasks; fulfills required roles, participates in discussion to improve effectiveness.*
 - ▶ *Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback.*
- ▶ **Leadership**
 - ▶ *Accept responsibility for decisions and display a positive attitude and perseverance.*
- ▶ **Planning and organizing**
 - ▶ *Effectively apply organizing and planning skills to manage work, Work effectively to complete deadlines when under pressure.*
 - ▶ *Proactively plans and manages work; monitors results through to successfully complete plans.*
- ▶ **Problem solving skills**
 - ▶ *Use problem solving strategies to identify and resolve problems, issues and determine solutions.*
- ▶ **Digital technology skills**
 - ▶ *Performs basic computer tasks, such as creating documents, saving files, and sending email.*
- ▶ **Personal management**
 - ▶ *Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace. Embrace new opportunities, learn continuously, and identify importance in every job/task.*
 - ▶ *Anticipate the unexpected and respond quickly to sudden changes in circumstances.*

Qualifications & Requirements:

- ▶ **Minimum Formal Education/Training Requirements**
 - ▶ *Enrolled as a full-time student at the University of Manitoba*
 - ▶ *Must have satisfactory academic standing (minimum 2.0 GPA)*

- ▶ *Experience*
 - ▶ *Experience working in an office setting is preferred*
 - ▶ *Proficiency in Microsoft Word, Excel, PowerPoint, mail merges, email and web searches is required*
 - ▶ *Training or experience in event planning or coordination is an asset, but not required*
- ▶ *Skills*
 - ▶ *Basic knowledge of events and event planning*
 - ▶ *Exceptional organizational and file management skills*
 - ▶ *Exceptional time management skills*
 - ▶ *Exceptional proof-reading skills with a high attention to detail*
 - ▶ *Excellent oral and written communication skills*
- ▶ *Abilities*
 - ▶ *Ability to work independently*
 - ▶ *Capable of working effectively with internal and external teams and partners of diverse educational, age, racial, ethnic and cultural backgrounds*
 - ▶ *Ability to manage multiple priorities with competing deadlines*
 - ▶ *Ability to maintain privacy and confidentiality with respect to all communications and records to the extent protected under the law and statements of ethical practice*
- ▶ *Other:*
 - ▶ *Indigenous applicants preferred.*

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](#).

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.

INDIGENOUS STUDENT ASSISTANT

INDIGENOUS ACHIEVEMENT

The Indigenous Student Assistant will work with the Office of Indigenous Achievement. They will help with a variety of office, communications, and event related tasks. They will contribute to the U of M's commitment to advance Indigenous achievement through supporting Indigenous students, increasing awareness of Indigenous matters, and celebrating First Nations, Métis and Inuit successes. The assigned duties and responsibilities of the successful candidate will include:

- ▶ *Office organization:*
 - ▶ *Sorting and maintaining files, mailing lists and photo libraries; data entry; email correspondence; room booking; photocopying; and other clerical duties.*
- ▶ *Communications:*
 - ▶ *Promoting campus events through distributing posters, updating events calendars, and other marketing strategies.*
 - ▶ *Working with the Communications Coordinator to identify content for UM Today and the Indigenous social media channels.*
 - ▶ *Contributing stories about Indigenous U of M community members, programs and events.*
- ▶ *Events:*
 - ▶ *Assisting at campus events including (but not limited to), booking speakers and cultural entertainment, event set-up and teardown, greeting attendees, recruiting student volunteers, helping Elders and other VIPs, and collecting event feedback.*
 - ▶ *Assisting in arranging for community/school visits.*
 - ▶ *Assisting with public presentations.*
- ▶ *Other:*
 - ▶ *Participating on various committees.*
 - ▶ *Researching and compiling information.*

- ▶ *Fulfilling other duties as assigned.*

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.*
 - ▶ *Communicate with others using a variety of communication strategies to negotiate, mediate, resolve difficult issues and sell ideas.*
- ▶ *Digital Technology Skills*
 - ▶ *Perform basic computer tasks, such as creating documents, saving files, and sending email.*
- ▶ *Analysis and Research*
 - ▶ *Gather relevant secondary data and organize information in a logical manner.*
- ▶ *Planning and Organizing*
 - ▶ *Effectively apply organizing and planning skills to manage work. Work effectively to complete deadlines when under pressure.*
- ▶ *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.*
- ▶ *Leadership*
 - ▶ *Take initiative in leading, supporting and motivating others in developing individual skills or tasks to achieve goals.*
- ▶ *Personal Management*
 - ▶ *Embrace new opportunities, learn continuously, and identify importance in every job/task.*

Qualifications & Requirements:

- ▶ *Must be of Indigenous ancestry.*
- ▶ *Knowledge of the University of Manitoba strategic plan [Taking Our Place](#) and our commitments to Indigenous Achievement.*
- ▶ *Knowledge of Indigenous programs on campus.*
- ▶ *Experience with Indigenous programs on campus an asset.*
- ▶ *Excellent interpersonal skills are required. Must be comfortable approaching students, staff, and visitors.*
- ▶ *Excellent written and oral communication skills are required.*
- ▶ *Ability to write a clear and concise correspondence.*
- ▶ *Ability to identify and write stories for the Indigenous communications channels.*
- ▶ *Public speaking skills are an asset.*
- ▶ *Ability to work both on a team and independently:*
 - ▶ *Contribute to team projects/tasks; fulfill required roles; participate in discussions; and accept and share responsibility.*
 - ▶ *Take initiative in leading, supporting and motivating others when required.*
- ▶ *Reliable and responsible.*
- ▶ *Effective time management, prioritization and organizational skills.*
- ▶ *Detail oriented.*
- ▶ *Proficiency with computers and programs (such as Outlook, Word, Excel, Online searches, data entry, etc.) is required.*
- ▶ *Ability to problem solve.*

Salary:

- ▶ *\$15 per hour (approximately 10 hours/week. Maximum 350 hours.)*

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.

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.

RADIO SHOW ASSISTANT

STUDENT ENGAGEMENT AND SUCCESS

Duties & Responsibilities:

The Radio Show Assistant will support Student Engagement and Success in the production of a weekly ½ hour radio show. The Radio Show Assistant will be involved in all stages of production, including planning, taping, editing and working with a committee to work with a committee to identify and develop content and will be provided direction from the Career Services Event/Web Development Lead.

The incumbent will use professional editing equipment to edit taped shows into ½ hour segments that educate students on campus services, experiential opportunities, and on campus events.

Qualifications & Requirements:

- ▶ *Minimum Formal Education/Training Requirements*
 - ▶ *Enrolled as a full-time student at the University of Manitoba studies in September 2019*
 - ▶ *Must have satisfactory academic standing (minimum 2.0 GPA)*
- ▶ *Experience*
 - ▶ *Training or demonstrated experience in content development for radio or other formal presentations*
 - ▶ *Training or experience in radio production is preferred*
 - ▶ *Knowledge of Student Engagement and Success programs and services*
- ▶ *Skills*
 - ▶ *Ability to work in a team environment and take independent action where required*
 - ▶ *Strong editing skills are required*
 - ▶ *Knowledge audio mixing is an asset*
 - ▶ *Strong organizational and file management skills are required*
 - ▶ *Strong time management skills are required*

- ▶ *High attention to detail are required*
- ▶ *Excellent oral and written communication skills are required*
- ▶ **Abilities**
 - ▶ *Work effectively with students, staff, and 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*
 - ▶ *Manage multiple priorities with competing deadlines*
 - ▶ *Work independently, showing self-motivation and initiative*
 - ▶ *Work cooperatively as part of a team*

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](#).

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.

STUDENT EVENT PLANNER

COLLEGE OF REHABILITATION SCIENCES, BANNATYNE CAMPUS

Duties & Responsibilities:

The College of Rehabilitation Sciences has been selected as the host for the Augmented Human Conference 2020, which showcases innovative technology and its relationship to better human performance. The Student Event Planner would be a key position in organizing this international event.

Responsibilities:

- ▶ *In conjunction with Conference Chair & College Office Manager:*
 - ▶ *organize & plan an international conference*
 - ▶ *liaise between internal UM units for planning resources*
 - ▶ *liaise between external organizations for planning resources*
 - ▶ *primary point of contact for student delegates*
 - ▶ *book venue, conference rooms, hotel rooms*
 - ▶ *arrange food & beverages*
 - ▶ *arrange delegates' accommodations*
 - ▶ *arrange delegates' events*
 - ▶ *arrange workshops & speakers*
 - ▶ *arrange delegates' conference packages*
 - ▶ *procure sponsorship*
 - ▶ *arrange registration & payments*
 - ▶ *maintain budget spreadsheets*

NOTE: It is preferred that the student be available during the week leading up to the event itself (May 25-29, conference dates May 28th & May 29th, 2020).

Competencies:

- ▶ *plan & organize international conference*
- ▶ *learn negotiation skills through dealing with vendors, sponsors*

- ▶ *develop professional communication skills: verbal, written, presentation*
- ▶ *understand & learn fundamentals of project planning: scope, budget, initiation phase, execution, lessons learned*
- ▶ *develop financial skills: how to maintain & follow a budget, forecasting, predicting, purchasing*
- ▶ *learn how to deal with an international audience: cultures, communication styles, timezones & parameters when dealing with a global market*
- ▶ *develop relationships with other post-secondary students & faculty: networking skills & opportunities*
- ▶ *develop respect and care for diversity, equity, & inclusion*
- ▶ *learn collaboration & team work through being part of an international planning committee*
- ▶ *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.*
- ▶ *work effectively to complete deadlines when under pressure.*
- ▶ *proactively plans and manages work; monitors results through to successfully complete plans.*
- ▶ *use problem solving strategies to identify and resolve problems, issues and determine solutions*
- ▶ *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:

- ▶ *Must be full-time student, preferably with the University of Manitoba*
- ▶ *Must be able to commute to Bannatyne Campus for regular meetings*
- ▶ *Must be able to meet during typical business hours (Mon-Fri, 8:30am - 4:30pm)*
- ▶ *Strong communication skills, verbal & written*
- ▶ *Project planning or project management experience an asset*
- ▶ *Must be available for Conference week: May 25 - 29, 2020*

- ▶ *Ability to work independently as well as in a team environment*
- ▶ *Professional appearance & attitude*
- ▶ *Ability to develop relationships with all levels of community*
- ▶ *Ability to do simple mathematical calculations without technology*
- ▶ *Strong organizational & time-management skills*
- ▶ *Ability to meet competing deadlines & work on multiple tasks simultaneously*
- ▶ *Ability to remain calm in high-pressure situations*
- ▶ *Problem-solving skills & reasoned decision making skill*
- ▶ *Strong interpersonal skills, Presentation experience considered an asset*

Salary:

- ▶ *\$15.09 + 6% vacation pay = \$16.00 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.

For inquiries, please contact:

Maribel Abrenica, College Office Manager
College of Rehabilitation Sciences, Rady Faculty of Health Sciences
R122 - 771 McDermot Avenue
204-975-7735
maribel.abrenica@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**. Please indicate the job posting ID number and position title in the subject header or file name. Note that we will not send out applications that fail to properly address the position. 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.

STUDENT RECRUITMENT ASSISTANT

STUDENT RECRUITMENT OFFICE

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 provide student volunteer training*
- ▶ *Office tasks such as answering email inquiries, preparing mailouts, 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 required*

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](#).

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.

VIDEO EDITOR/PRODUCER

COMMUNITY SERVICE-LEARNING

Duties & Responsibilities:

The Video Editor/Producer will support CSL's Indigenous Community Engagement Training project with video editing and video production. While the Video Editor/Producer may be involved in all stages of video production, including planning, filming and animation (depending on skills and experience), the focus of this position is post-production video editing.

This is a project-based position of 125 hours, with the possibility of an extension. Hours may be flexible.

- ▶ *Post-Production Video Editing*
 - ▶ *Use various professional editing software to edit video and audio files into short finished products that tell a particular story, as directed by the supervisor and the project storyboard*
 - ▶ *Apply personal aesthetic and creativity to video projects*
 - ▶ *Capture and insert accurate subtitles into edited videos*
 - ▶ *Organize and archive video clips (a-roll, b-roll, other)*

The CSL Video Editor/Producer may also support video production efforts through planning, videography, and graphic or computer animation based on their skillset and experience.

Competencies:

- ▶ *Written communication*
 - ▶ *Adapt writing style in consideration of different audiences.*
- ▶ *Teamwork*
 - ▶ *Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback.*
- ▶ *Planning and organizing*
 - ▶ *Effectively apply organizing and planning skills to manage work, and work effectively to complete deadlines when under pressure.*

- ▶ *Digital technology skills*
 - ▶ *Demonstrate in depth knowledge of computer software and information technology systems.*
- ▶ *Presentation skills*
 - ▶ *Prepare and present advanced information with clarity with the ability to respond to questions in a timely manner, and facilitate interactive presentations of advanced information customized to the interests and needs of the audience.*
- ▶ *Personal management*
 - ▶ *Embrace new opportunities, learn continuously, and identify importance in every job/task.*

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 2019*
 - ▶ *Must have satisfactory academic standing (minimum 2.0 GPA)*
- ▶ *Experience*
 - ▶ *Training or demonstrated experience in post-production video editing is required*
 - ▶ *Training or experience in videography is preferred*
 - ▶ *Training or experience in graphic or computer animation is an asset, but not required*
- ▶ *Skills*
 - ▶ *Strong knowledge of color correction/grading and audio mixing is required*
 - ▶ *Strong post-editing skills are required*
 - ▶ *Exceptional organizational and file management skills are required*
 - ▶ *Exceptional time management skills are required*
 - ▶ *Exceptional keyboarding and proof-reading skills with a high attention to detail are required*
 - ▶ *Excellent oral and written communication skills are required*
 - ▶ *Proficiency with video editing software is required (such as Final Cut Pro or Adobe Premier)*

▶ *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*
- ▶ *Manage multiple priorities with competing deadlines*
- ▶ *Work independently, showing self-motivation and initiative*
- ▶ *Work cooperatively as part of a team*

▶ *Other:*

- ▶ *Indigenous applicants preferred*

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](#).

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.

OFFICE, ADMINISTRATIVE & CLERICAL

CUSTOMER SERVICES AND RECREATION ASSISTANT

RECREATION SERVICES, BANNATYNE CAMPUS

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.

All questions and inquiries should be directed to work_study@umanitoba.ca.

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](#).

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.

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.

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](#).

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.

STUDENT ADMINISTRATIVE ASSISTANT

BISON FOOTBALL, BISON SPORTS

Duties & Responsibilities:

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

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

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

Competencies:

- ▶ *Oral Communication*
 - ▶ *Ask and answer questions, clarify, and summarize what others are communicating.*
 - ▶ *Provide clear explanations and directions while instructing, educating and providing feedback.*
- ▶ *Leadership*
 - ▶ *Take initiative in leading, self-initiative and motivation to develop individual skills or tasks to achieve goals.*
- ▶ *Planning & Organizing*
 - ▶ *Effectively apply organizing and planning skills to manage work.*
 - ▶ *Proactively plans and manages work; monitors results through to successfully complete plans.*
- ▶ *Analysis and Research*
 - ▶ *Gather relevant secondary data and organize information in a logical manner*
- ▶ *Problem Solving Skills*
 - ▶ *Use problem solving strategies to identify and resolve problems, issues and determine solutions.*
- ▶ *Digital Technology Skills*
 - ▶ *Performs basic computer tasks, such as creating documents, saving files, and sending email.*
- ▶ *Personal Management*
 - ▶ *Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace.*

Qualifications & Requirements:

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

Salary:

▶ TBA

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.

All questions and inquiries should be directed to work_study@umanitoba.ca.

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.

All questions and inquiries should be directed to work_study@umanitoba.ca.

STUDENT ENGAGEMENT ASSISTANT

INDIGENOUS STUDENT CENTRE

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](#).

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.

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:

- ▶ *\$11.35*

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.

All questions and inquiries should be directed to work_study@umanitoba.ca.

RESEARCH & LABORATORY

COLLECTIONS ASSISTANT

CERAMICS AREA, SCHOOL OF ART

The Ceramics Area at the University of Manitoba has an international reputation that spans over three decades. During this time, the student-led ceramics club has invited well known ceramic artists from around the globe to host workshops, demonstrations and lectures for students and the local clay community. A large part of these events are the production of artwork by the visiting artist. The ceramics club typically invites two artists per academic year to conduct a workshop. To date, we have no formal catalogue or record of the work that has been amassed over this time.

Duties & Responsibilities:

- ▶ *Photographing the collection and creating a digital database of over 250 pieces of artwork.*
- ▶ *Conducting research relevant to the work*
- ▶ *Catalogue and organize the collection in a cohesive manner.*

The work is currently located in the ceramics area in various locations, either in display cabinets or on shelving in the classrooms.

Competencies:

- ▶ *Written Communication*
 - ▶ *Write letters and reports that are logically structured and contain all relevant information.*
- ▶ *Oral Communication*
 - ▶ *Ask and answer questions, clarify, and summarize what others are communicating*
- ▶ *Teamwork*
 - ▶ *Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback.*
- ▶ *Presentation skills*
 - ▶ *Prepare and present advanced information with clarity with the ability to respond to questions in a timely manner.*
- ▶ *Personal Management*

- ▶ *Ask and answer questions, clarify, and summarize what others are communicating*
- ▶ *Digital Technology Skills*
 - ▶ *Demonstrate a knowledge of digital photography and basic computer tasks, such as creating a database, saving files, and digital organization*

Qualifications & Requirements:

- ▶ *A basic knowledge of the ceramic process and techniques.*
- ▶ *They must have knowledge and access to a digital camera and computer. (These may be provided for use from the School of Art).*
- ▶ *Familiar with a MAC operating system*
- ▶ *Willingness to research ceramic art History and ceramic process*
- ▶ *Self-motivated*
- ▶ *Organized*

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.

All questions and inquiries should be directed to work_study@umanitoba.ca.

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](#).

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.

RECRUITMENT RESEARCH ASSISTANT

FACULTY OF AGRICULTURAL AND FOOD SCIENCES

Duties & Responsibilities:

Reporting to the Recruitment Coordinator, the Recruitment Research Assistant will be responsible for overseeing a data organization and analysis project that will determine the demographics of current students and alumni of the Faculty of Agricultural and Food Sciences.

The candidate will work independently and efficiently within Excel programs using student data provided by the Office of Institutional Analysis (OIA) at the U of M.

Once the data has been organized, the student will assist in the analysis of the data to determine appropriate strategies for recruiting students from various categories (i.e. - urban vs. rural, International vs. Domestic, Manitoba vs. out-of-province, etc.). These strategies will be incorporated into the developing 5-year Recruitment Plan for the Faculty, which will be implemented in the Ambassador Program.

The candidate will also create presentations and visuals using the organized data, which will assist with the Faculty's staff in providing a visual overview of the student and alumni population to various audiences.

To learn more about the Faculty, please visit:
<https://umanitoba.ca/faculties/afs/wefeed.html>

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 - \$15.70 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.

All questions and inquiries should be directed to work_study@umanitoba.ca.

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 be 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 2019/2020 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.

All questions and inquiries should be directed to work_study@umanitoba.ca.

RESEARCH ASSISTANT

INTEGRATIVE MUSCULOSKELETAL RESEARCH LAB

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.

All questions and inquiries should be directed to work_study@umanitoba.ca.

RESEARCH ASSISTANT

RADY FACULTY OF HEALTH SCIENCES, BANNATYNE CAMPUS

The Office of Continuing Competency and Assessment (CCA) is involved in a variety of research and innovation projects designed to help us learn how best to educate those working in the healthcare field, and how to assess knowledge uptake among healthcare providers. For a list of some of our current activities, please visit:

http://umanitoba.ca/faculties/health_sciences/cca/research.html

The Rady Faculty of Health Sciences, Office of Continuing Competency and Assessment is seeking applications for the role of Research Assistant. Reporting to the Director of Research, the incumbent will assist with the completion and development of current and new research projects.

Duties & Responsibilities:

- ▶ *Collaborate with submission of protocols and proposals to Ethics Boards and Data Access committees.*
- ▶ *Contribute to prepare research protocols, grant applications and other manuscripts.*
- ▶ *Recruits participants into studies.*
- ▶ *Maintains research database.*
- ▶ *Monitors the progress of research studies.*
- ▶ *Develops and maintains records of research activities.*
- ▶ *Conducts literature reviews.*
- ▶ *Assists in the development of research documents such as abstracts and reports.*
- ▶ *Assists with basic data processing (cleaning and organization).*
- ▶ *Assists in the development of a journal club.*
- ▶ *Performs other related duties as assigned or required.*

Competencies:

- ▶ *Written Communication*

- ▶ *Condense information/produce concise summary notes accurately with correct grammar, punctuation and spelling.*
- ▶ **Team Work**
 - ▶ *Demonstrate respect and care. Is open and supportive of the thoughts, opinions, and contributions of others.*
 - ▶ *Actively contribute to team projects/tasks; fulfil required roles, participates in discussion to improve effectiveness.*
- ▶ **Planning and Organizing**
 - ▶ *Effectively apply organizing and planning skills to manage work*
 - ▶ *Work effectively to complete deadlines when under pressure*
- ▶ **Problem Solving Skills**
 - ▶ *Use problem solving strategies to identify and resolve problems, issues and determine solutions.*
- ▶ **Analysis and Research**
 - ▶ *Gather relevant secondary data and organize information in a logical manner*
- ▶ **Digital Technology Skills**
 - ▶ *Performs basic computer tasks, such as creating documents, saving files, and sending email*
- ▶ **Personal Management**
 - ▶ *Embrace new opportunities, learn continuously, and identify importance in every job/task.*

Qualifications & Requirements:

- ▶ **Education**
 - ▶ *Completion or working toward completion of a Bachelor of Science in health-related studies or social sciences.*
- ▶ **EXPERIENCE:**
 - ▶ *Previous experience working as a research assistant.*
 - ▶ *Experience conducting qualitative and quantitative research studies.*
 - ▶ *Experience with statistical software and data analyses (preferred).*
 - ▶ *Experience conducting knowledge synthesis and appraisal of literature (preferred).*
 - ▶ *An acceptable equivalent combination of education and experience may be considered.*

▶ **SKILLS AND ABILITIES:**

- ▶ *Effective written and verbal communication skills.*
- ▶ *Ability to work independently and as part of a team.*
- ▶ *Demonstrated skills in setting up, conducting, analyzing qualitative interviews, conducting systematic reviews, literature searches, annotated bibliography, and report writing.*
- ▶ *Demonstrated ability in using computer software related to word processing, data resource management (e.g. Microsoft Excel, OneNote, Ref works, Zotero) and analysis (e.g. SPSS, SAS, N Vivo).*
- ▶ *Proficiency in using the UM Libraries database and web-based resources (PubMed, PsycINFO) is an asset.*
- ▶ *Satisfactory work record, including satisfactory attendance and punctuality, is required.*

Salary:

- ▶ *\$12.35 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.

All questions and inquiries should be directed to work_study@umanitoba.ca.

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.*
- ▶ *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:

- ▶ *\$16.00 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.

All questions and inquiries should be directed to work_study@umanitoba.ca.

RESEARCH ASSISTANT

CARDIORESPIRATORY & PHYSIOLOGY OF EXERCISE RESEARCH LAB

About the CPE lab

The Cardiorespiratory & Physiology of Exercise Laboratory (CPE) research is dedicated to:

- ▶ *Determine how sex, aging, and chronic diseases play a role in cardiovascular and respiratory responses to exercise;*
- ▶ *Detection of possible impairments in cardiovascular and respiratory responses to postural challenge and exercise*
- ▶ *Intervention strategies focusing on preserving, improving or regaining cardiovascular and respiratory health to reduce disability, morbidity, and mortality; and improve people wellbeing and quality of life*
- ▶ *Develop a comprehensive understanding of the regulatory mechanisms and factors underlying acute and chronic cardiovascular and respiratory responses and adaptations to exercise*

Duties & Responsibilities:

- ▶ *Research design*
- ▶ *Literature searches*
- ▶ *Recruitment and screening of participants*
- ▶ *Assist with Ethics Application to the Ethics Review Board*
- ▶ *Assist with data collection, data organization, and quantitative data analysis*
- ▶ *Assist with lab maintenance tasks (organization; set-up)*
- ▶ *Students who have not taken the TCPS2 Tutorial Course on Research Ethics and the online PHIA training will be required to complete both at the beginning of their employment.*

Competencies:

- ▶ *Written Communication*
 - ▶ *Summarize information appropriately with accurate grammar and spelling*

- ▶ *Oral Communication*
 - ▶ *Good flow to explain clearly and objectively ideas and concepts*
 - ▶ *Ability to ask and answers questions as well as to instruct, educate, and provide feedback*
- ▶ *Teamwork*
 - ▶ *Respect, support, be patient and kind to others*
 - ▶ *Work collaboratively in team-projects and tasks*
 - ▶ *Provide positive and constructive feedback*
 - ▶ *Care about the team and be open to listening to other ways of thinking and expression of opinions*
 - ▶ *Learn from others, accept and share responsibilities*
- ▶ *Leadership*
 - ▶ *Take responsibilities to make decisions*
 - ▶ *Show a positive attitude towards others and tasks*
 - ▶ *Be perseverant and resilient*
- ▶ *Planning and Organizing*
 - ▶ *Actively apply organizational and planning skills to manage workload; pro-actively analyze the success of plans through reflection and task completion*
- ▶ *Analysis and Research*
 - ▶ *Collection/Analysis of relevant primary project data, providing organized information in a logical flow.*
 - ▶ *Gather relevant information and/or assist in carrying secondary data analysis in a logical manner*
 - ▶ *Get involved in quantitative data analysis*
- ▶ *Problem-solving skills*
 - ▶ *Identify, resolve, and determine solutions to problems/issues using problem-solving strategies*
- ▶ *Personal Management*
 - ▶ *Effective management of priorities and time management to generate successful project outcomes*
 - ▶ *Be an active learner, embrace new opportunities, and understand the importance in every job/tasks*

Qualifications & Requirements:

- ▶ *Knowledge of Microsoft Office (Word and Excel) is required*
- ▶ *Basic knowledge in Human Physiology and Exercise Physiology knowledge is an asset*
- ▶ *Knowledge of the reference manager Mendeley is an asset.*
- ▶ *Attention to details is essential*
- ▶ *Desire to learn is fundamental*

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.

All questions and inquiries should be directed to work_study@umanitoba.ca.

STUDENT RESEARCH ASSISTANT

CENTRE ON AGING

This position will be an opportunity to explore age-friendly universities, lifelong learning, and intergenerational options at post-secondary institutions in Canada and around the world. The student will conduct an environmental scan on post-secondary courses, educational materials, and research from across Canada and around the world on age-friendly universities, lifelong learning, and intergenerational options at the post-secondary level. The student will synthesize the information and report to the Teaching and Learning Committee of the Centre on Aging.

Where possible and under the guidance of Centre on Aging staff, the student will provide recommendations on how to introduce and incorporate the above topics into a post-secondary setting. Given the Centre on Aging is a university-wide research unit, the student will have the opportunity to network and interact with researchers from a wide variety of disciplines and faculty members across the University of Manitoba (both campuses).

Duties & Responsibilities:

- ▶ *Conduct an environmental scan (searching literature, databases, reading the research, learn about research methods)*
- ▶ *Learn about lifelong learning, age-friendly universities, and intergenerational options at post-secondary institutions from across Canada and around the world*
- ▶ *Synthesize information gathered from environmental scan*
- ▶ *Prepare recommendations based on synthesized information*

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.*
- ▶ **Leadership**
 - ▶ *Model a strong desire to succeed by demonstrating adaptability to achieve goals.*
- ▶ **Planning & Organizing**
 - ▶ *Proactively plan and manage work; monitor results through to successfully complete plans.*
 - ▶ *Effectively apply organizing and planning skills to manage work.*
- ▶ **Problem Solving Skills**
 - ▶ *Make decisions in accordance to accepted practices and guidelines.*
- ▶ **Analysis & Research**
 - ▶ *Gather relevant secondary data and organize information in a logical manner.*
- ▶ **Digital Technology Skills**
 - ▶ *Demonstrate in depth knowledge of computer software and information technology systems.*

Qualifications & Requirements:

- ▶ **Education**
 - ▶ *Completing at least one course related to aging would be an asset.*
- ▶ **Experience**
 - ▶ *Experience conducting an extensive internet search would be an asset*
- ▶ **Skills & Abilities**
 - ▶ *Extensive internet researching skills*
 - ▶ *Attention to detail*
 - ▶ *Strong oral and written communication skills*
 - ▶ *Ability to work independently, manage and prioritize multiple tasks, organize time*
 - ▶ *Strong analytic skills to assess the quality of material*
 - ▶ *Ability to synthesize information*

Salary:

- ▶ *\$14.52 per hour (plus 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](#).

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.

STUDENT RESEARCH ASSISTANT

NEUROSCIENCE RESEARCH PROGRAM, BANNATYNE CAMPUS

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](#).

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.

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:

- ▶ *\$16.00 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.

All questions and inquiries should be directed to work_study@umanitoba.ca.

SUSTAINABILITY ASSISTANT

OFFICE OF SUSTAINABILITY

Duties & Responsibilities:

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

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](#).

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.

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](#).

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.

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:

In this position, students will strengthen their written and oral communication skills. They will have the opportunity to work in a team, learning from constructive criticism and giving positive constructive feedback. They will gain the ability to effectively complete deadlines under pressure and proactively plan and manage work; monitor results to successfully complete plans.

In this position, the student will learn to anticipate the unexpected and respond quickly to sudden changes in circumstances. They will demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace.

Qualifications & Requirements:

- ▶ *Applicants should have strong attention to detail.*
- ▶ *They should possess good oral and written communication skills*
- ▶ *Be task-oriented, and be able to multi-task with minimum supervision.*
- ▶ *They must be comfortable working in a team.*

- ▶ *The applicant should possess a professional, friendly, helpful and outgoing attitude with strong customer service skills.*
- ▶ *They must be mature and a self-starter who is not afraid to ask questions.*
- ▶ *Experience with Word, Excel, Outlook and Access is preferred. Office experience is an asset.*

Salary:

- ▶ *\$14.51 per hour (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](#).

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.

ALTERNATE FORMAT ASSISTANT

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:

- ▶ *\$12.50 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.

All questions and inquiries should be directed to work_study@umanitoba.ca.

AWARDS ESTABLISHMENT & SELECTIONS COORDINATOR ASSISTANT

FINANCIAL AID AND AWARDS

Duties & Responsibilities:

- ▶ *Assists the Financial Aid & Awards Officers by serving as a liaison between students and government-sponsored student aid, providing information and documentation as required.*
- ▶ *Assists with the Establishment Selections Coordinators projects.*
- ▶ *Provide general clerical duties including filing, data entry, creating spreadsheets, and using office databases.*
- ▶ *Handles many basic functions in the office.*
- ▶ *Responds to general email inquiries on the awards email address.*
- ▶ *Receives, screens & refers visitors and calls.*
- ▶ *Performs other related duties as assigned.*

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:

- ▶ *\$12.50 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.

All questions and inquiries should be directed to work_study@umanitoba.ca.

INVIGILATOR

STUDENT ACCESSIBILITY SERVICES

Duties & Responsibilities:

- ▶ *Responsible for setting up the examination room according to specific requirements as well as ensuring that equipment and facilities are functioning properly.*
- ▶ *Administers the delivery of the exams and documentation.*
- ▶ *Handles students' problems.*
- ▶ *Ensures that students comply with regulations with respect to exams.*
- ▶ *Responsible to report any behavior by students or others that does not comply with University regulations.*
- ▶ *Ensures that all mobile and web-accessible electronic devices are collected from the students prior to the start of the examination and returned upon their departure.*
- ▶ *Ensures that students are accompanied to the washroom.*
- ▶ *Alerts professor when students have a question.*
- ▶ *At the end of the examination period, collects all exam materials and ensures nothing is left behind in the examination room(s).*
- ▶ *Responsible for reporting back to the professor and ensuring delivery of the exams.*
- ▶ *Front Desk Coverage: At times, Invigilators will be asked to answer phones and walk-in inquiries at the front desk office. Invigilators will be responsible for taking messages, helping students with test/exam booking inquiry and making referrals only. Invigilators will not have access to confidential files on SAS premises.*

Competencies:

- ▶ *Written Communication*
 - ▶ *Write reports that are logically structured and contain all relevant information.*
- ▶ *Oral Communication*
 - ▶ *Provide clear explanations and directions while instructing, educating and providing feedback*
- ▶ *Teamwork*

- ▶ *Demonstrate respect and care. Is open and supportive of the thoughts, opinions, and contributions of others*
- ▶ *Problem-Solving*
 - ▶ *Use problem-solving strategies to identify and resolve problems, issues and determine solutions*
- ▶ *Digital Technology*
 - ▶ *Demonstrate in depth knowledge of assistive technology software*

Qualifications & Requirements:

- ▶ *Education*
 - ▶ *Must be in the 3rd or 4th year of a program or have completed at least one degree.*
- ▶ *Knowledge, Skills, and Abilities*
 - ▶ *Must have general understanding of working with people with disabilities.*
 - ▶ *Willing to travel to Bannatyne Campus.*
 - ▶ *Must be client-focused and service oriented.*
 - ▶ *Punctual.*
 - ▶ *Demonstrated excellent communication and organizational skills, and an ability to transmit and receive information accurately.*
 - ▶ *Demonstrated ability to listen and efficiently assist clients with problems.*
 - ▶ *Ability to follow instructions and to work independently and as part of a team.*
 - ▶ *Ability to act in an acceptable manner so as not to disrupt students writing the exams.*
 - ▶ *Available for flexible hours (*including evenings and weekends).*
 - ▶ *Must be available to work during peak periods: October, December and February.*

Salary:

- ▶ *\$14.00 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.

All questions and inquiries should be directed to work_study@umanitoba.ca.

JUNIOR ACADEMIC ADVISOR

FACULTY OF AGRICULTURAL AND FOOD SCIENCES

Duties & Responsibilities:

The successful candidate will work in collaboration with the staff of the Student Services Office to provide administrative and academic support to the staff and students of the Faculty of Agricultural and Food Sciences. The Junior Advisor will assist with the following:

- ▶ *Updating information for each undergraduate program*
- ▶ *Conducting registration overrides for students as per direction from Advisors*
- ▶ *Working within Aurora to review and update student accounts*
- ▶ *Serves as receptionist for Student Services Office*
- ▶ *Receiving and responding to incoming Student Services phone calls in a friendly manner*
- ▶ *Monitoring incoming "aginfo@umanitoba.ca" emails and responding professionally and promptly*
- ▶ *Booking appointments for students with Academic Advisors and Co-op Coordinator*
- ▶ *Directing students who are walk-ins to the appropriate resources, people or locations*
- ▶ *Conducting Event Room Bookings for both internal and external parties*
- ▶ *Assisting the office's Advising Assistant with SEEQs*
- ▶ *Maintain student related bulletin boards*

Competencies:

- ▶ *Written and Oral Communication:*
 - ▶ *Communicating with faculty, staff and students on a daily basis.*
 - ▶ *Adapt writing style in consideration of different audiences.*
 - ▶ *Ask and answer questions, clarify, and summarize what others are communicating.*

- ▶ *Provide clear explanations and directions while instructing, educating and providing feedback.*
- ▶ *Learn creative ways to communication with a person whose first language is not English.*
- ▶ **Teamwork**
 - ▶ *Demonstrate respect and care. Is open and supportive of the thoughts, opinions, and contributions of others.*
 - ▶ *Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback.*
 - ▶ *Actively contribute to team projects/tasks; fulfill required roles, participate in discussions to improve effectiveness.*
- ▶ **Leadership**
 - ▶ *Model a strong desire to succeed by demonstrating adaptability to achieve goals.*
 - ▶ *Accept responsibility for decisions and display a positive attitude and perseverance.*
- ▶ **Planning & Organizing**
 - ▶ *Effectively apply organizing and planning skills to manage workload.*
- ▶ **Problem Solving Skills**
 - ▶ *Use problem solving strategies to identify and resolve problems, issues and determine solutions.*
 - ▶ *Make decisions in accordance to accepted practices and guidelines.*
- ▶ **Digital Technology Skills**
 - ▶ *Perform basic computer tasks, such as creating documents, saving files, and sending emails.*
 - ▶ *Demonstrate proficiency in using Microsoft office, online searches, and data entry.*
- ▶ **Personal Management**
 - ▶ *Embrace new opportunities, learn continuously, and identify importance in every job/task.*
 - ▶ *Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace.*

Qualifications & Requirements:

- ▶ *Strong planning and organizational skills.*

- ▶ *Strong interpersonal skills required in dealing with students, staff, faculty and the general public, in person or on the phone.*
- ▶ *Ability to work independently as well as part of a team.*
- ▶ *Enthusiasm for helping students and strong attention to detail.*
- ▶ *The applicant should possess a professional, friendly, helpful and outgoing attitude.*
- ▶ *Proficiency in using computer and related office software. (Microsoft Office)*
- ▶ *Office experience is an asset.*

Salary:

- ▶ *\$11.82 - \$15.70 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.

All questions and inquiries should be directed to work_study@umanitoba.ca.

JUNIOR CONFIDENTIAL INTAKE ASSISTANT

STUDENT ADVOCACY AND CASE MANAGEMENT

Duties & Responsibilities:

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

Competencies:

- ▶ *Oral Communication*
 - ▶ *Answer questions, clarify and summarize what others are communicating in a supportive and respectful way.*
- ▶ *Written Communication*
 - ▶ *Provide information in a coherent and respectful way with correct grammar, punctuation and spelling.*
- ▶ *Digital Technology Skills*
 - ▶ *Demonstrate proficiency in using Microsoft office, web searches, sending and receiving emails, scheduling appointments and meetings, and inputting data into a customized case management systems.*
- ▶ *Problem Solving Skills*
 - ▶ *Make decisions in accordance with accepted unit practices and guidelines.*

Qualifications & Requirements:

- ▶ *Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace.*
- ▶ *Excellent interpersonal skills (verbal and written)*

- ▶ *Ability to work in a confidential and professional office*
- ▶ *Can work as part of a team*
- ▶ *Can take direction*
- ▶ *Adapt to a busy and, at times, stressful environment*
- ▶ *Punctual*

Salary:

- ▶ *\$14.00 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.

All questions and inquiries should be directed to work_study@umanitoba.ca.

MÉTIS INCLUSION ASSISTANT

INDIGENOUS STUDENT CENTRE

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

Duties & Responsibilities:

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

Competencies:

- ▶ *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*
- ▶ *Full time student during the 2019-120 school year (9 credit hours each for fall/winter terms); Returning to full time study in Fall of 2020*
- ▶ *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:

- ▶ *TBA*

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.

All questions and inquiries should be directed to work_study@umanitoba.ca.

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 (eg. 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:

- ▶ *TBA*

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.

All questions and inquiries should be directed to work_study@umanitoba.ca.

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 2019 to March 2020.

The Lead Mentor will:

- ▶ *A knowledgeable guide for new students*
- ▶ *Create weekly schedules for volunteer mentors*
- ▶ *Organizing trainings with mentees and SAS staff*
- ▶ *Attend periodic meetings with SAS staff*
- ▶ *Create end of term evaluation*

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*
- ▶ *Must be able to maintain confidentiality and must have clear boundaries between both the mentor and mentees*
- ▶ *5-10 hours required per week*

Salary:

- ▶ *\$12.50 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.

All questions and inquiries should be directed to work_study@umanitoba.ca.

SCHOLARSHIP PROGRAM ASSISTANT

FINANCIAL AID AND AWARDS

Duties & Responsibilities:

The successful candidate will:

- ▶ *Be a primary contact point for certain scholarships which have programming requirements;*
- ▶ *Meet with students, ensure renewal criteria is clear, refer students to appropriate institutional supports, make recommendations for overrides/change to the Director, assist students in meeting with the right offices to plan their academics, etc.*
- ▶ *Meet with students one-on-one, to review each term and plan ahead to ensure students are well supported.*
- ▶ *Plan and execute meetings, events, workshops for scholarship recipients.*
- ▶ *Write required reports needed for Donors/Donor Foundations.*
- ▶ *Work with the Director to monitor award spending of named awards.*

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.*
- ▶ *Problem Solve*
 - ▶ *Make decisions in accordance to accepted practices and guidelines.*

Qualifications & Requirements:

- ▶ *Must demonstrate involvement in the mentoring of students.*
- ▶ *Must demonstrate current work in the community (volunteer experience)*
- ▶ *Must be enrolled in the third year of study (or higher) at the university.*
- ▶ *Must demonstrate tact and diplomacy.*
- ▶ *Must demonstrate a high level of oral and written communication skills.*
- ▶ *Must demonstrate the ability to make decisions, and recommendations for changes*

Salary:

- ▶ *\$12.50 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.

All questions and inquiries should be directed to work_study@umanitoba.ca.

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:

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.

All questions and inquiries should be directed to work_study@umanitoba.ca.

STUDENT LIFE PROGRAMS ASSISTANTS

STUDENT LIFE

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

Duties & Responsibilities:

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

- ▶ *Student Life Programs (45%):*
 - ▶ *Assist with the management, motivation, and training of volunteers / participants / mentors in student life programs*
 - ▶ *Recruit participants/volunteers/mentors from various faculties*
 - ▶ *Promote Student Life programs to faculties and departments and field questions about programs or commitments*
 - ▶ *Review student program applications, assign group / team / partner / mentor as necessary by the program, and communicate decisions*
- ▶ *Communications & Managing Information (35%)*
 - ▶ *Set deadlines for monthly updates / assignments / reflections from program participants on their progress, challenges and success*
 - ▶ *Review monthly reports and provide feedback to mentors*

- ▶ *Regularly communicate with participants and other staff about questions, concerns and/or challenges with the programs*
- ▶ *Attend events and promote the Student Life office and Student Life programs*
- ▶ *Administrative & Organization (20%)*
 - ▶ *Managing and keeping accurate records of participants in the program*
 - ▶ *Managing and keeping accurate records of reports*
 - ▶ *Other duties as assigned*
- ▶ *Specific or additional projects could be determined based on interests / experience / skill.*
- ▶ *Note that some evening and weekend work will be required.*

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.*
- ▶ *Verbal Communication*
 - ▶ *Ask and answer questions, clarify, and summarize what others are communicating.*
- ▶ *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*
- ▶ *Digital Technology Skills*
 - ▶ *Performs basic computer tasks, such as creating documents, saving files, and sending email.*
- ▶ *Problem Solving*
 - ▶ *Use problem solving strategies to identify and resolve problems, issues and determine solutions.*
- ▶ *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 2019) and registered in a minimum of 18 credit hours*
 - ▶ *Must be in good academic standing (minimum of 2.5 GPA)*
- ▶ *Experience*
 - ▶ *Previous experience in program planning, volunteer organization and event management is an asset*
 - ▶ *Experience with leadership, mentoring, peer-to-peer and volunteer programming, is an asset (particularly involvement in programs facilitated by Student Life)*
 - ▶ *Previous experience working in a clerical/office setting is an asset*
- ▶ *Skills*
 - ▶ *Exceptional interpersonal and customer service skills*
 - ▶ *Proficient use of intermediate Microsoft Office features, particularly with Microsoft Excel*
 - ▶ *Excellent verbal and written communication skills*
 - ▶ *Effective time management and organizational skills*
 - ▶ *Effective meeting and record keeping skills*
- ▶ *Abilities*
 - ▶ *Manage multiple priorities with competing deadlines*
 - ▶ *Develop and maintain positive relationships with key stakeholders (including students, faculty, staff, administrators, volunteers, and community members) from a diversity of backgrounds*
 - ▶ *Maintain privacy and confidentiality of all communications and records, to the extent protected under the law and statements of ethical practice*
 - ▶ *Work independently and be a motivated self-starter*
 - ▶ *Work collaboratively as part of a team*
 - ▶ *Solve problems effectively, make good decisions, and empower others to do the same*
 - ▶ *Recognize opportunity and possibilities when encountering challenges or during change*

- ▶ *Be an exemplary student leader among student leaders, and represent the University of Manitoba with the highest level of professionalism at all times*

Salary:

- ▶ \$13.00 - \$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](#).

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.

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:

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.

All questions and inquiries should be directed to work_study@umanitoba.ca.

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:

- ▶ *\$12.15 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](#).

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.

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](#).

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.

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.

Duties & Responsibilities:

- ▶ *Assist with cataloguing and documenting works of art in the permanent collection, galleries in the area.*
- ▶ *Assist with a variety of conservation projects within the permanent collection vault.*
- ▶ *Assist with the installation of exhibitions and opening reception preparations.*
- ▶ *Assist with gallery education events including promotion, and assisting with preparations for workshops*
- ▶ *Assist with research activities by contacting 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.*
- ▶ *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:

- ▶ *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.*
- ▶ *Ability to work with Microsoft Word and Excel and the ability to work with Adobe InDesign and Adobe Photoshop is an asset.*

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.

All questions and inquiries should be directed to work_study@umanitoba.ca.