CADLab

Faculty of Architecture University of Manitoba

HIRING STUDENT TECHNICIANS

Hourly Rate:	$22.85 (includes 6% vacation pay)
Hours per Week:	Approximately 9-14
Start Date:	September 7th, 2026
End Date:	May 2027
Shifts Available:	Mornings 7:30am - 12:00pm Afternoons 12:00pm - 4:30pm

Qualifications:

- Must be a student registered either in an undergraduate or graduate degree program in the fall term of 2026
- Must be fluent in English
- Must have excellent visual colour perception
- Ability to lift paper rolls which can weigh up to 50lbs
- Detailed knowledge of the following software is required:
  - Adobe Creative Cloud (Photoshop, Indesign, Illustrator, Acrobat)
  - Microsoft Office (Outlook, Word, Excel, Powerpoint)
- Knowledge of the following software would be an asset:
  - Windows and Mac operating systems
  - Autodesk Suite (AutoCAD, Revit)
  - Sketchup
  - Rhino
- Customer service experience would be an asset

Duties:

- Responsible for producing large format prints and handling payments
- Signs out loaner equipment and ensures lending procedures are being followed
- Accepts and creates trouble reports and passes this information on to the appropriate staff
- Assists students working with design software, printing, and scanning
- Answer questions regarding the use of different software and CADLab facilities
- Other duties as assigned

Application deadline is Monday, August 31st

Application form attached

Please e-mail completed application form, time table, and current resume to:

Chris Leigh
chris.leigh@umanitoba.ca

Applications will only be accepted by e-mail

CADLab

Faculty of Architecture University of Manitoba

Student Tech Application Form

Personal Data

Name: _____

Address _____
Number and Street City Province Postal Code

Student Number _____ Phone _____ E-Mail _____

Are you legally entitled to work in Canada? Yes ☐ No ☐

Current Student Status

Faculty _____

Program _____

List grades and courses you have taken which would contribute to your performance in this position

_____

_____

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_____

Employment History

PLEASE LIST ANY PREVIOUS WORK EXPERIENCE RELEVANT TO THIS POSITION

Employer Type of work Dates worked

_____

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Timetable Information

Please cross off any times where you would NOT be available for work.
Your availability for work can be discussed further with the coordinator during the selection process.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:30 AM							
9:00 AM							
9:30 AM							
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8:00 PM							

I certify that I have carefully read the foregoing application and that the statements made by me therein are correct. Pursuant to the provisions of the Personal Investigations Act (P. 33. Statutes of Manitoba), I hereby authorize The University of Manitoba or its delegates to conduct a personal investigation.

Date _____ Signature _____