

NOTE: These positions take **minimum 3 weeks** to process, prior to start date.

GRANT FUNDED & NEED TO POST ONLINE FOR A SUPPORT STAFF?

CONTACT DIRECTOR HR: heather.racano@umanitoba.ca

POSITION TITLE	COMPENSATION GROUP	FORM REQUIRED
Research Assistant	AESES	UM Careers
Technician	AESES	UM Careers
Coordinator	AESES	UM Careers
Transcriptionist	AESES	UM Careers

NEED APPROVAL TO HIRE A TA OR GRADER/MARKER?

CONTACT ASSOCIATE DEAN, UNDERGRAD PROGRAM: marie.edwards@umanitoba.ca

POSITION TITLE	COMPENSATION GROUP	FORM REQUIRED
Teaching Assistant	CUPE	UM Careers
Grader/Marker	CUPE	UM Careers

ALREADY KNOW WHO YOU WANT TO HIRE?

CONTACT HR COORDINATOR: shonna.pepper@umanitoba.ca

POSITION TITLE	COMPENSATION GROUP	FORM REQUIRED
Student Research Asst.	Excluded Students	STPT*
Student Office Asst.	Excluded Students	STPT*
Student Technician	Excluded Students	STPT*
Tutor	Excluded Students/Other Academic	STPT*

*STPT = Short-Term/Part-Time Academic/Student Appointment Form (found in JUMP)

Clinical Education Facilitator	Other Academic	STPT + Offer Letter
Skills Facilitator	Other Academic	STPT + Offer Letter
Simulation Facilitator	Other Academic	STPT + Offer Letter
Course Leader	Other Academic	STPT + Offer Letter

Research Asst.	AESES - 6 months or less	Hourly Paid Appointment Form
Office Asst.	AESES - 6 months or less	Hourly Paid Appointment Form
Technician	AESES - 6 months or less	Hourly Paid Appointment Form
Transcriptionist	AESES - 6 months or less	Hourly Paid Appointment Form

ALREADY KNOW WHO YOU WANT TO PROVIDE AN HONOURARIUM TO?

CONTACT SR. FINANCE MANAGER: mark.boiteau@umanitoba.ca

HONORARIUMS	COMPENSATION GROUP	FORM REQUIRED
UofM Employee	Non-Employment	
Non Employee - Elder	Non-Employment	Payment to Individuals Workflow
Non Employee - Canadian Resident	Non-Employment	Payments to Individuals Workflow
Non Employee - Non Canadian	Non-Employment	