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STUDENT SERVICE
Indigenous Student Assistant: Administration, Communications, Social Media

Indigenous Achievement

The Indigenous Student Assistant will work with the Office of Indigenous Achievement. They will help with a variety of office, communications and social media related tasks. They will contribute to UM’s commitment to advance Indigenous achievement through supporting Indigenous students, increasing awareness of Indigenous matters, and celebrating First Nations, Métis and Inuit successes.

Duties and Responsibilities:

Office administration:
- Gathering contact information and maintaining distributions lists
- Taking meeting minutes and distributing to attendees
- Sorting and maintaining files
- Data entry
- Other clerical duties

Communications:
- Promoting campus events through submitting event calendar listings and other marketing strategies
- Researching, interviewing and preparing stories that highlight Indigenous people, events and matters on campus for UM Today
- Assisting with obtaining biographies and headshots of speakers, Indigenous scholars and others who take part in events and programming such as Indigenous Homecoming and the Indigenous Scholars Speaker Series

Social Media:
- Providing a student perspective to the @umindigenous Instagram account
- Responding to messages and comments on the Instagram account
- Promoting key university-related Indigenous initiatives, programs and opportunities for Indigenous students
- Tracking weekly social media metrics, coordinating dates and preparing bi-weekly reports
- Preparing a database of Instagram accounts with which @umindigenous can cross-post information
- Planning, scheduling and assisting with monthly "Instagram Takeovers" by Indigenous students, staff and faculty
- Creating appropriate graphics that align with UM's marketing guidelines

Other:
- Participating on various committees
- Assist in event planning
- Researching and compiling information
- Fulfilling other duties as assigned
Competencies Gained:
1. 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 and edit writing style in consideration of different audiences.
2. 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.
3. Digital Technology Skills - Perform basic computer tasks, such as creating documents, saving files, and sending email.
4. Analysis and Research - Gather relevant secondary data and organize information in a logical manner.
5. Planning and Organizing - Effectively apply organizing and planning skills to manage work. Work effectively to complete deadlines when under pressure.
6. 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.
7. Leadership - Take initiative in leading, supporting and motivating others in developing individual skills or tasks to achieve goals.
8. Personal Management - Embrace new opportunities, learn continuously, and identify importance in every job/task.

Job Requirements:
Must self-declare as First Nations (status), First Nations (non-status), Métis, or Inuit. Knowledge of the University of Manitoba 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 clearly and concisely. Ability to identify and write stories. Knowledge of and experience creating content for Instagram. Ability to create accessible digital content. Ability to create graphics using programs such as Canva or InDesign. Ability to track and log social media statistics and engagement. Ability to work both on a team and independently. 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:
$15.00/hour
Alternate Format Assistant/Invigilator
Student Affairs

- 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 be available for student help desk requests and office hours in the Assistive Technology Lab.
- During peak times, the Assistant will also assist with invigilation of exams and front desk coverage including:
  - Responsible for setting up the examination room according to specific requirements as well as ensuring that equipment and facilities are functioning properly.
  - Monitoring students while they write tests and exams.
  - 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.
  - Front Desk Coverage: At times, Invigilators will be asked to answer phones and walk-in inquiries at the front desk office.

Competencies Gained:
Client service:
The incumbent will be assisting at the front desk of the exam centre, responding to phone and email inquiries. The incumbent will be trained on office protocol and responding to inquiries of students, staff and faculty.

Teamwork:
The incumbent will be working with a team of 10, learning their different roles and responsibilities. The incumbent will participate in group meetings and learn how to manage daily tasks in relation to the requests of others.

Communication:
The incumbent will be shadowing student meetings and will have the opportunity to develop their own communication skills by participating in a student meeting. The incumbent will need to use active listening strategies, and counselling skills when working with students.

Digital skills:
The incumbent will be trained on the use of assistive technology and how to create accessible documents. The incumbent should have a basic knowledge of the 3 most used assistive technologies by the end of the position.

Leadership:
The incumbent will be invited to lead a project by managing the daily tasks, completing tasks on schedule, and reporting on the progress of the project at weekly team meetings.

Job Requirements:

- Education- must be in the 3rd or 4th year of a program or have completed at least one degree
- 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
- Must be client-focused and service oriented
- Punctual
- 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/hour
Student Career Service Advisors (3)
Career Centre
We are hiring three (3) students for this position

Duties:

- Provides initial assessment, clarifies individual need(s) and provides general information, self-directed service support and/or refers clients 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.
- Provides 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 Gained:
Written Communication

- Condense information/produce concise summary notes accurately with correct grammar, punctuation and spelling.
• Writes content that are logically structured and contain all relevant information.

**Oral Communication**

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

**Teamwork**

• Demonstrate respect and care. Is open and supportive of the thoughts, opinions, and contributions of others.
• Actively contribute to team projects/tasks; fulfills required roles, participates in discussion to improve effectiveness.

**Planning and Organizing**

• Effectively apply organizing and planning skills to manage work.

**Problem Solving Skills**

• Make decisions in accordance to accepted practices and guidelines.

**Digital Technology Skills**

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

**Personal Management**

• Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace.
• Anticipate the unexpected and respond quickly to sudden changes in circumstances.

**Job Requirements:**

• 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/hour
Student Recruitment Assistant
Enrollment Services

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. Many of our events and tours will be held virtually throughout the Fall 2020-Winter 2021 academic year due to the COVID-19 pandemic.

Reporting to the Student Recruitment Events Coordinator, the Student Recruitment Assistant will assist with the following:

- Coordinate and deliver virtual campus tours and online presentations for individual families and school groups
- Assist the Student Recruitment team with virtual and on-campus events, presentations, and other recruitment initiatives
- Recruit student volunteers to serve as student ambassadors and provide student volunteer training
- General office tasks such as answering email inquiries, preparing mailouts, data entry, contact list updates and assisting with the development of recruitment materials, presentations and publications.

Competencies Gained:

Written Communication: Prepare reports and write materials for publication in print and online.

Oral Communication: Use a variety of communication strategies to engage prospective students and parents.

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

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

Presentation Skills: Prepare and present information with clarity with the ability to respond to questions in a timely manner.

Job Requirements:
• Must be friendly, outgoing, and approachable
• Strong public speaking and communication skills are required
• Previous experience with University of Manitoba student groups preferred
• Previous experience working or volunteering at University of Manitoba events preferred
**Admissions Assistants (3)**

**Admissions/Enrollment Services**

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 Gained:**
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.

**Job Requirements:**
Applicant must be a full time student in Fall & Winter terms (9 cr hrs per term); Students must have current 2020-2021 government student loans.
Applicants should have a strong attention to detail. They should possess good oral and written communication skills, be task-oriented, and be able to multi-task with minimum supervision. They must be comfortable working in a team. The applicant should possess a professional, friendly, helpful and outgoing attitude with strong customer service skills. They must be mature and a self-starter who is not afraid to ask questions. Experience with Word, Excel, Outlook and Access is preferred. Office experience is an asset.

**Salary:**
$14.84/hour (including vacation pay)
**Student Life Programs Assistant (2)**

**Student Life**

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

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 Gained:**

**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

**Job 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/hour
Junior Academic Advisor  
Faculty of Agriculture and Food Sciences

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 Gained:
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.

**Job 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.
Junior Confidential Intake Assistant (Student Advocacy and Case Management)
Student Affairs

Duties:
- 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 Gained:
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.

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

Job 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

**Junior Confidential Intake Assistant (Student Accessibility)**

**Student Affairs**

**Duties:**

- 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 Gained:**

**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.

**Personal Management**

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

**Job 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/hour plus vacation pay
Fabrication Assistant
CE2P2E, Faculty of Engineering

Duties:

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

Competencies Gained:

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

Job 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/hour
Gallery Digital Assistant
School of Art

The School of Art Gallery requires a Gallery Digital Assistant to work with Gallery staff to:

- Publicize Gallery programs and related events through social media and other digital means;
- Coordinate and facilitate online social events such as artist talks;
- Research, develop, and coordinate online and offsite Gallery programs.

Due to limited access for employees to the campus, it is expected that the incumbent will be working off-site for most of the work period. The position is 0 - 14 hours per week.

Competencies Gained:
Written Communication
- Summarize information to produce concise social media posts and program descriptions, using correct grammar, punctuation and spelling. Communicate effectively via email with supervisor and colleagues.
Oral Communication
- Ask and answer questions, clarify, and summarize what others are communicating.
Teamwork
- Actively contribute to team projects/tasks; fulfil required roles, participates in staff meetings and other discussions.
Analysis and Research
- Gather relevant secondary data and organize information in a logical manner.
Problem Solving
- Use problem solving strategies to identify and resolve issues, determine, suggest, and implement solutions.
Planning and Organizing
- Manage workflows and prioritize tasks.
Digital and Technical
- Use a range of software programs, applications, and online publishing platforms to create digital content in a variety of media.
Personal Management
- Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace.

Job Requirements:
Experience with digital imaging, desktop publishing, social media platforms including Facebook, Instagram, Twitter, and YouTube;
Must have smart phone and/or wifi-enabled mobile device;
Must have access to a computer and digital imaging and desktop publishing software;
Excellent oral and written communication and organizational skills;
Detail-oriented;
Preference will be given to School of Art students enrolled either in Art History or Studio degree programs.

Salary:
$13.50/hour
Communications Assistant
Animal Science

About NCLE: NCLE is a research and education hub dedicated to advancing agriculture sustainability. The NCLE research community is committed to furthering the environmental, economic and social sustainability of livestock production as part of our shared food system. Students have much to offer NCLE, bringing fresh perspectives and new ideas to help shape and inform what "sustainability" means and how we can achieve more, working together. Learn more at http://ncle.ca

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

• Engage with researchers and graduate students to attain website content materials
• Prepare content for the NCLE website redesign showcasing NCLE research, researchers, graduate students and outreach
• Assist in developing promotional, educational and outreach materials and/or programs communicating sustainable animal agriculture production systems research
• Assist in developing knowledge translation materials pertaining to NCLE research outcomes
• Facilitate planning and execution of special events (e.g. field days, seminars, workshops, outreach programs)
• Prepare a written report summarizing activities, milestones and outcomes/achievements

Competencies Gained:
Written Communication

• Produce concise and grammatically correct summary notes and informational materials; Adapt writing style in consideration of different audiences

Teamwork

• Accept and share responsibility; Learn from constructive criticism and give positive and constructive feedback; Bring forward and articulate ideas and suggestions

Planning and Organizing

• Effectively apply organizing and planning skills to independently prioritize and manage work

Personal Management

• Create individual time management schedule, embrace new opportunities, learn continuously, and identify the importance in every job/task

Job Requirements:
• Ideal candidate will be 3rd-4th year undergraduate student studying in Agriculture, Science or Environment with a keen interest in sustainability principles
• Strong interpersonal, oral and written communication skills
• Effective time management, prioritization and organizational skills
• Versatile and competent in working either independently or as part of a team
• Experience in marketing, promotions and/or communications an asset
• Proficiency with Windows Microsoft Office suite of programs (i.e. Word and Excel)
• Competency in Adobe programs including InDesign and PhotoShop or related software an asset

Other: Applicants may be required to provide a work sample

Salary:
$14.00/hour
MARKETING, PROMOTION AND EVENTS
Student Social Media Assistant
Marketing Communications Office

Duties:

• Under the guidance of the Marketing Communications Office, the successful candidate will provide a student-accessible perspective to the U of M's student social media channels
• Maintain the U of M student voice, to be used consistently in all social media communications
• Administer the student social media channels, including Facebook, Twitter and Instagram 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 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 Gained:

Written communication

• Adapt writing style in consideration of different audiences.

Teamwork

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

Leadership

• Models a strong desire to succeed by demonstrating adaptability to achieve goals.

Planning and organizing
• Effectively apply organizing and planning skills to manage work.

Analysis and Research

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

Personal Management

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

Other

• Clear understanding of social media best practices for a large organization/business
• Social media reporting experience

Job Requirements:

• 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 smartphone and/or wifi-enabled mobile device

Salary:
$11.82/hour
Mental Health Strategy Assistant
Student Affairs

Duties:

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:

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

Competencies Gained:

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.

Job 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 Word and Excel skills
- Ability to work independently
- Strong field research abilities
- Excellent written communications skills.

Salary:
$17.00 – $19.00/hour
OFFICE, ADMINISTRATIVE AND CLERICAL
**Student Assistant**

**International Centre**

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 Gained:**

**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.

Job Requirements:
Minimum Formal Education/Training Requirements

• Enrolled as a full-time student at the University of Manitoba in Fall 2020 and planning to continue as a full-time student for Winter 2021.
• 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/hour
Indigenous Programs Assistant
Service Learning

The Indigenous Programs Assistant will provide administrative and coordination support for youth mentorship, land-based education, and other Indigenous-focused programs. Suitable candidates will also provide support with partnership development and program facilitation.

The Programs Assistant will work an average of 10 hours per week, ranging from 0-20 depending on programming.

Program Promotion and Communications

• Manage the email for Land and Water: Land-Based Education
• Liaise with students, staff, and faculty to promote, recruit for, coordinate, and assess Land and Water programming, e.g., Student Affairs departments, St. John's College
• Liaise with community partners and external vendors to coordinate programs, e.g., R. B. Russell High School, caterers, Camp Manitou
• Liaise between postsecondary participants and CEL Coordinator
• Develop, distribute, and display promotional materials
• Assist with promotions through newsletters, social media, the CEL website, UM Today, etc.

Program Development and Facilitation

• Research and share relevant community events, training, learning opportunities, funding, volunteering, and other opportunities
• Assist with partnership development, including outreach to grassroots community groups, community organizations, student groups, UMSU, GSA, and other campus partners
• Carry out partner recognition initiatives
• Participate in planning meetings
• Write the final program report
• With the CEL Coordinator, research, develop, and facilitate mentorship and land-based education activities and resources for students, staff, and faculty
• Inventory and manage all program resources and supplies

Program Coordination

• Coordinate all logistical needs for programming, including room bookings, catering, transportation, audiovisual equipment, supplies, etc.
• Maintain digital and physical filing system for student and program data, program resources, and other documents
• Digitize and archive minutes, feedback, program resources, and other materials
• Assist in maintaining fiscal responsibility by staying under budget for all logistics
**Student Participant Management**

- With the CEL Coordinator, research, develop and implement a robust mentorship strategy
- Develop and implement a student recruitment and coordination strategy
- Assist with orientation and training
- Manage student schedules and communications
- Maintain and properly store student records, including security checks
- Manage all student recognition initiatives, including Co-Curricular Record recognition

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

**Competencies Gained:**

**ORAL COMMUNICATION**

- Communicate with others using a variety of communication strategies to negotiate, mediate, resolve difficult issues and sell ideas.

**TEAMWORK**

- Demonstrate respect and care. Is open and supportive of the thoughts, opinions, and contributions of others.
- Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback.

**LEADERSHIP**

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

**PLANNING AND ORGANIZING**

- Effectively apply organizing and planning skills to manage work.

**PROBLEM SOLVING SKILLS**

- 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.
PRESENTATION SKILLS

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

PERSONAL MANAGEMENT

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

Job Requirements:

Availability
The successful candidate must be available during Fall Term Break, occasional evenings, and occasional weekends.

Minimum Formal Education/Training Requirements

- Current enrollment as a full-time student at the University of Manitoba is required
- Education or training in a relevant discipline is strongly preferred, e.g., Native Studies, Social Work, Education
- Must have satisfactory academic standing (minimum 2.0 GPA)

Experience

- Demonstrated experience with youth mentorship, land-based education, or other relevant programming is required
- Education, training, or experience working with Indigenous grassroots groups or community organizations is required
- Lived experience, knowledge, and competency with Indigenous cultures, history, and community protocols is strongly preferred
- Prior experience planning and organizing events is preferred
- Prior experience working in an office setting is an asset
- Prior experience with Community Engaged Learning programs is an asset

Skills

- Excellent problem solving and conflict resolution skills are required
- Excellent oral and written communication skills are required
- Excellent risk management skills are required
- Strong time management skills are required
- Strong record-keeping and organizational skills required
- Demonstrated event/program planning ability is preferred
- Proficiency in using intermediate features with a Microsoft Office Suite, including Word, Excel, and PowerPoint, is required
- Proficiency with Facebook, Instagram, and What's App is required
• Proficiency with Canva is required
• Proficiency in using both Apple and Windows operating systems is required

Abilities

• Work effectively with students, staff, faculty, and community members of diverse educational, age, racial, ethnic, and cultural backgrounds
• Quickly establish strong and personal rapport with Indigenous youth and community partners
• Empathize and interact patiently with postsecondary participants and youth
• Maintain privacy and confidentiality with respect to all communications and records to the extent protected under the law and statements of ethical practice
• Develop and maintain proactive relationships with all key constituents including students, faculty, and staff, administrators, team members, sponsors and members of the community
• Manage multiple priorities with competing deadlines
• Work independently, showing self-motivation and initiative
• Work cooperatively as part of a team
• Assess situations and determine appropriate action
• Fluency in an local Indigenous language, such as Ojibwe, Cree, Michif, or Oji-Cee is preferred
• Spend up to 3 hours standing or walking and lift up to 20lbs
• Ability to work remotely, including access to a reliable Internet connection and dedicated workspace, is required

Salary:
$12.50 – $13.50/hour
ISC Program Assistant
Indigenous Student Centre

We are looking for a creative and energetic student who is able to promote our services to other students. We will work together to ensure that the student gains skills that support his/her career goals.

- Develop promotional resources for the Indigenous Student Centre department
- Staff informational booths at major university-wide events
- Make public presentations in workshops and classes to help students learn about Career Services
- Develop strategies for promoting Career Services using a variety of media
- Other duties as assigned

Competencies Gained:
Written Communication

- Provide consistently concise and clear written communication

Oral Communication

- Help facilitate group meetings in a friendly and clear manner
- Provide clear explanations while providing feedback, and
- Communicate with others in a variety of settings and methods (in person, email, group meetings)

Teamwork

- Demonstrate respect and care and be supportive of thoughts, opinions and contributions of others
- Accept and share responsibility

Leadership

- Accept responsibility for decisions and have a positive attitude
- Take initiative in leading and supporting students to achieve goals

Presentation Skills

- Present basic information to one or more people using appropriate resources and vocabulary

Personal Management
Identify importance in every job/task and demonstrate professionalism.
Job Requirements:
- An interest in helping all students plan their careers successfully
- Knowledge of career services and related services available on campus
- Public-speaking experience
- Creativity
- Experience developing posters, pamphlets, and websites and using social media preferred.
- Must be a current U of M student.
- Currently receiving Financial Aid to apply for this job.
- Students MUST apply directly through the Work-Study Program.

Salary:
$15.00/hour
ICE Program Assistant
Indigenous Student Centre

We are looking for a creative and energetic student who is able to promote our services to other students. We will work together to ensure that the student gains skills that support his/her career goals.
- Develop promotional resources for the Indigenous Student Centre department
- Staff informational booths at major university-wide events
- Make public presentations in workshops and classes to help students learn about Career Services
- Develop strategies for promoting Career Services using a variety of media
- Other duties as assigned

Competencies Gained:
Written Communication

• Provide consistently concise and clear written communication

Oral Communication

• Help facilitate group meetings in a friendly and clear manner
• Provide clear explanations while providing feedback, and
• Communicate with others in a variety of settings and methods (in person, email, group meetings)

Teamwork

• Demonstrate respect and care and be supportive of thoughts, opinions and contributions of others
• Accept and share responsibility

Leadership

• Accept responsibility for decisions and have a positive attitude
• Take initiative in leading and supporting students to achieve goals

Presentation Skills

• Present basic information to one or more people using appropriate resources and vocabulary

Personal Management
Identify importance in every job/task and demonstrate professionalism.
Job Requirements:
- An interest in helping all students plan their careers successfully
- Knowledge of career services and related services available on campus
- Public-speaking experience
- Creativity
- Experience developing posters, pamphlets, and websites and using social media preferred.
- Must be a current U of M student.
- Currently receiving Financial Aid to apply for this job.
- Students MUST apply directly through the Work-Study Program.

Salary:
$15.00/hour
Ooshka-Abey

Indigenous Student Centre

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 Gained:

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.

Job 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:

$15.00/hour
**Metis 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](http://umanitoba.ca/admin/indigenous_connect/Indigenous-Initiatives-Fund.html). The skills that will be practiced are effective communication, networking, sharing resources with students, active listening, interpersonal skill building, cultural learning and meeting planning and facilitation.

**Duties may include:**

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

**Competencies Gained:**

**Written Communication**

- Summarize meeting notes in a concise manner

**Oral Communication**

- Help facilitate group meetings in a friendly and clear manner
- Provide clear explanations while providing feedback, and
- Communicate with others in a variety of settings and methods (in person, email, group meetings)

**Teamwork**

- Demonstrate respect and care and be supportive of thoughts, opinions and contributions of others
- Accept and share responsibility

**Leadership**

- Accept responsibility for decisions and have a positive attitude
- Take initiative in leading and supporting students to achieve goals

**Presentation Skills**

- Present basic information to one or more people using appropriate resources and vocabulary

**Personal Management**
• Identify importance in every job/task and demonstrate professionalism.

Job Requirements:

• Applicants must have successfully completed a minimum of at least 18 credit hours
• Full time student during the 2020-2021 school year (9 credit hours each for fall/winter terms)
• 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:
$15.00/hour
**Programs Assistant**

**Service Learning**

The Programs Assistant will provide administrative and coordination support for mutual aid, student organizing, and other student programming. Suitable candidates will also provide support with partnership development and program facilitation.

The Programs Assistant will work an average of 10 hours per week, ranging from 0-20 depending on programming.

**Program Promotion and Communications**

- Liaise with students, staff, and faculty to promote, recruit for, coordinate, and assess mutual aid and other student programming, e.g., Student Affairs departments, St. John's College
- Liaise with community partners and external vendors to coordinate programs, e.g., Mutual Aid Society Winnipeg
- Liaise between postsecondary participants and CEL Coordinator
- Develop, distribute, and display promotional materials
- Assist with promotions through newsletters, social media, the CEL website, UM Today, etc.

**Program Development and Facilitation**

- Research and share relevant community events, training, learning opportunities, funding, volunteering, and other opportunities
- Assist with partnership development, including outreach to grassroots community groups, community organizations, student groups, UMSU, GSA, and other campus partners
- Carry out partner recognition initiatives
- Participate in planning meetings
- Write the final program report
- Inventory and manage all program resources and supplies

**Program Coordination**

- Maintain and moderate program platforms, including social media
- Maintain digital and physical filing system for student and program data, program resources, and other documents
- Digitize and archive minutes, feedback, program resources, and other materials
- Assist in maintaining fiscal responsibility by staying under budget for all logistics

**Student Participant Management**
• With the CEL Coordinator, research, develop and implement a robust student engagement strategy
• Assist with orientation and training
• Manage student schedules and communications
• Maintain and properly store student records, including security checks
• Manage all student recognition initiatives, including Co-Curricular Record recognition

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

Competencies Gained:

ORAL COMMUNICATION

• Communicate with others using a variety of communication strategies to negotiate, mediate, resolve difficult issues and sell ideas.

TEAMWORK

• Demonstrate respect and care. Is open and supportive of the thoughts, opinions, and contributions of others.
• Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback.

LEADERSHIP

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

PLANNING AND ORGANIZING

• Effectively apply organizing and planning skills to manage work.

PROBLEM SOLVING SKILLS

• 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.

PRESENTATION SKILLS

• Facilitate interactive presentations customized to the interests and needs of the audience.
PERSONAL MANAGEMENT

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

Job Requirements:

Availability
The successful candidate must be available during Fall Term Break, Winter Term Break, evenings, and weekends.

Minimum Formal Education/Training Requirements

- Current enrollment as a full-time student at the University of Manitoba is required
- Must have satisfactory academic standing (minimum 2.0 GPA)

Experience

- Demonstrated experience with student programming, community organizing, or advocacy work is required
- Lived experience, knowledge, and competency with managing and challenging systemic barriers is strongly preferred
- Prior experience planning and organizing events is strongly preferred
- Prior experience with mutual aid work is strongly preferred
- Prior experience with social media moderation is strongly preferred
- Prior experience working in an office setting is an asset
- Prior experience with Community Engaged Learning programs is an asset

Skills

- Excellent problem solving and conflict resolution skills are required
- Excellent oral and written communication skills are required
- Excellent risk management skills are required
- Strong time management skills are required
- Strong record-keeping and organizational skills required
- Demonstrated event/program planning ability is preferred
- Proficiency in using intermediate features with a Microsoft Office Suite, including Word, Excel, and PowerPoint, is required
- Proficiency with Facebook, Instagram, and What's App is required
- Proficiency with Canva is required
- Proficiency in using both Apple and Windows operating systems is required
Abilities

- Work effectively with students, staff, faculty, and community members of diverse educational, age, racial, ethnic, and cultural backgrounds
- Quickly establish strong and personal rapport with fellow students
- Ability to empathize and interact patiently with fellow students
- Maintain privacy and confidentiality with respect to all communications and records to the extent protected under the law and statements of ethical practice
- Develop and maintain proactive relationships with all key constituents including students, faculty, and staff, administrators, team members, sponsors and members of the community
- Manage multiple priorities with competing deadlines
- Work independently, showing self-motivation and initiative
- Work cooperatively as part of a team
- Assess situations and determine appropriate action
- Ability to work remotely, including access to a reliable Internet connection and dedicated workspace, is required
- Access to a reliable vehicle is an asset

Salary:
$12.50/hour
Customer Service and Recreation Assistant

Recreation Services

- 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.
- Assist with COVID cleaning, screening and protocols/inquiries
- 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 Gained:

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.

Job 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/hour
Development Assistant
St. John’s College

Duties:

• 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 Gained:
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.
Job 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 - $15.00/hour
Recruitment and Co-op Program Assistant
Faculty of Agricultural and Food Sciences

Reporting to the Recruitment, Placement & Cooperative Education Coordinator, the Recruitment and Research Assistant will assist in the development of new and existing services and managing the Co-op and Student Ambassador Program in the Faculty of Agricultural and Food Sciences (FAFS).

The successful candidate will assist on the following areas:
* Growth and expansion of the faculty's Co-op Program: this includes assisting in the development of the Co-op website, creating resources for students and employers, brainstorming new and innovative ways to promote the program to students, and recruiting potential employers to the co-op program.
* Ongoing faculty recruitment projects and initiatives: this includes assisting in recruitment-based research and the development of documents and initiatives that address the faculty's Strategic Enrollment Management (SEM) plan.
* Collaborative partnerships with employers and industry partners: this includes assisting employers in the development and scheduling of exclusive events and programs for students in the faculty.
* Collaborative projects and student initiatives with FAFS Ambassadors: this includes collaboration with faculty ambassadors in creating/developing programs and events for students within the faculty, organizing meetings with different cohorts and sub-teams, and contributing to brainstorming sessions.

Competencies Gained:
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.

Job Requirements:

* **Experience & Knowledge**
  * Demonstrated competence/experience in recruitment and project management is an asset.
  * Familiarity with and knowledge of the agricultural and food industries is an asset.
  * Experience or knowledge of liaising with industry, government agencies, students, the University community and schools is an asset.
  * Experience with administration of cooperative education programs and/or working with student job placement services is an asset.
  * Experience with web design is an asset.
  * Experience with social media tools and designing social media campaigns is an asset.

* **The successful candidate must demonstrate the following:**
  * Excellent communication (written, oral and public speaking) and interpersonal skills
  * Proficiency in data management and organization is required.
  * Proficiency in computer programs and softwares (Word, Excel, Sharepoint, Powerpoint) is required.
  * Highly energetic, motivated, and a self-starter - is able to work independently or with a team.
  * Ability to multi-task, prioritize work and adhere to tight deadlines is required.

Salary:
$11.82 – $15.70/hour
RESEARCH AND LABORATORY
Herbarium Database Technician
Department of Biological Sciences

The herbarium database technician will enter plant specimen label data into a database, includes capturing and uploading digital images of specimens. The selected candidate will also be responsible for selecting and filing archived specimens to/from the collection. Attention to detail and quality control of data are critical.

The job requires an understanding of botanical nomenclature and georeferencing.

**Competencies Gained:**

- 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.

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

**Salary:**
$11.82/hour
Student Research Assistant (2)
Department of Anthropology

Duties:

• Analyse 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 Gained:

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.

Job Requirements:

• Zoology;
• Archaeology;
• Map making;
• Knowledge of computers, archaeology or relevant experience;
• 3D modeling
• Autocad;
• ArcGIS; and/or
• Endnote

Salary:
$16.00/hour
Student Research Assistant
Faculty of Medicine – Family Medicine

Led by Dr J Protudjer, Endowed Research Chair in Allergy, Asthma and the Environment and Assistant Professor in the Department of Pediatrics, the Protudjer Lab, located in The Children's Hospital Research Institutes of Manitoba (CHRIM), investigates the family and social burden of allergic disease, and ways to address this burden through knowledge translation and improved public policy. The Protudjer Lab employs mixed methods research (primarily epidemiology and qualitative methods) to understand current and emerging allergy-related needs of families and society.

This work-study position involves developing and maintaining a database for ongoing projects. The successful applicant will have opportunities to contribute to data analysis.

Competencies Gained:

- Detail-oriented
- Support a research project
- Excellent interpersonal, and written and oral communication skills
- Ability to work remotely; need to be self-directed, focused and comfortable working virtually
- Schedule meetings and interviews
- Develop materials (e.g. infographics) to share results with the general public
- Assist with writing scientific manuscripts and developing presentations

Job Requirements:

- Proficiency with basic statistical analysis and related programs (e.g. Stata)
- Knowledge of qualitative analysis
- Confident user of Microsoft Office programs (e.g. Word, Outlook, PowerPoint, Excel)
- Excellent interpersonal skills
- Strong academic writing skills

Salary:
$18.00/hour
Sustainable Food Systems Assistant
Office of Sustainability

The Sustainable Food Systems Assistant will report to the Director of the Office of Sustainability. They will focus on local, sustainable and affordable food systems at the University. Working with various food service vendors on campus, the student will work to create a uniform program of sustainability in food across campus. Tasks would include increasing staff and student engagement highlighting sustainable foods on campus, researching ways to increase the amount of local, sustainable and affordable food on campus by closing the food system of UM produced food for sale and obtain Fairtrade Campus Certification for the Fort Garry campus. Ability to document, track, report and analyze metrics of the history and progress of local food served on campus is an asset. Additionally the student would work to improve waste reduction efforts at food services locations on campus and be able to propose business case alternatives to assist in waste reduction efforts.

Competencies Gained:

- **Written Communication**
  - Condense information/produce concise summary notes accurately with correct grammar, punctuation and spelling.
  - Write Reports that are logically structured and contain all relevant information. Adapt writing style in consideration of different audiences.
  - Communicate with others using a variety of communication strategies to negotiate, mediate, resolve difficult issues and sell ideas.

- **Teamwork and Leadership**
  - Contribute to team projects/tasks; fulfils the required roles, participates in a discussion to improve effectiveness.
  - Accept responsibility for decisions and display a positive attitude and perseverance.
  - Model a strong desire to succeed by demonstrating adaptability to achieve goals. Take initiative in leading, supporting and motivating others in developing individual skills or tasks to achieve goals.

- **Planning And Organizing**
  - Effectively apply organizing and planning skills to manage work.
  - 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.

- Analysis and Research
  - Gather relevant secondary data and organize information in a logical manner.
  - Collect primary data and/or assist in carrying out surveys.
  - Analyze metrics/samples/surveys for quantitative/qualitative research.

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

- Presentation Skills
  - Present basic information to one or more people using appropriate resources, vocabulary, and non-verbal language.
  - Prepare and present advanced information with clarity with the ability to respond to questions in a timely manner.
  - Facilitate interactive presentations of advanced information customized to the interests and needs of the audience.

- Personal Management
  - Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace.
  - Embrace new opportunities, learn continuously, and identify the importance in every job/task.

Job Requirements:
- Interest sustainability, food systems, compost and waste reduction and diversion.
- Good communication skills.
- Problem-solving skills.
- Hardworking

Salary: $16.00/hour
Recruitment Research Assistant  
Faculty of Agricultural and Food Sciences

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.

**Competencies Gained:**

**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.

**Job 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/hour
**Student Research Assistant**  
**Centre on Aging**

This position will be an opportunity to learn basic research skills in a variety of research projects and projects with older adults. Students may have the opportunity to learn about both quantitative and qualitative research such as secondary data analysis using publicly available data sets, work with data to provide visualizations for a variety of audiences, basic analysis of interview transcripts, and/or develop a program to assist older adults living in long-term care. Due to the current COVID-19 situation, the student will work remotely but will have easily accessible supervision.

The Centre on Aging is a highly productive university-wide research Centre that focuses on the study of aging ([www.umanitoba.ca/aging](http://www.umanitoba.ca/aging)). The Centre, with its partners generates, supports, and promotes interdisciplinary research on aging to improve the lives of older adults, their family, caregivers, and communities.

**List of Representative Duties:**

- Download and analyze data
- Create graph data in Excel
- Make Power Point slides
- Assist with research projects, including doing literature reviews, reviewing interview transcripts, develop program for older adults
- Environmental scans
- Archiving research materials

**Competencies Gained:**

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

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

**Planning and Organizing** - Effectively apply organizing and planning skills to manage work. Proactively plan and manage work; monitor results through to successfully complete plans.
**Problem Solving Skills** - 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. Analyze samples/surveys for quantitative/qualitative research.

**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.

**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. Anticipate the unexpected and respond quickly to sudden changes in circumstances.

**Job Requirements:**

**Education:**

- Completing at least one course related to aging would be an asset.

**Experience:**

- Experience analyzing data and basic statistical knowledge would be an asset.

**Skills & Abilities:**

- Knowledge of Microsoft Office (Word, Excel, Power Point) is required.
- Excellent verbal and written communication and interpersonal skills required.
- Ability to follow directions, work independently, manage and prioritize multiple tasks, and organize time is required.
- Strong analytic skills to assess quality of material is an asset.
- Ability to synthesize information is an asset.
- Knowledge of gerontological and social science vocabulary is an asset.
- Knowledge and experience in conducting statistical analyses is an asset.
- Knowledge and experience with qualitative interview transcripts is an asset.
- Ability to work remotely required.
Salary:
$14.52/hour (plus 6% vacation pay)
Student Research Assistant
College of Pharmacy

This is a basic science research laboratory working with insulin producing pancreatic beta cells. The selected candidate will:

- Assist with bibliographic research
- Assist with preparing, labelling, making standard lab solutions (buffers, reagents)
- Assist with staining fixed cells or pancreatic sections from rodents
- Assist with data analysis

Competencies Gained:

TEAMWORK
- Demonstrate respect and care, open to and supportive of the thoughts, opinions, and contributions of others.
- Actively contribute to team projects/tasks; fulfil required roles, participate in discussion 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.
- Collect primary data and/or assist in performing experiments and data analysis.
- Analyze data for qualitative and quantitative research.

PROBLEM SOLVING RESEARCH
- Make decisions in accordance to accepted guidelines and standard practices.
- Use problem solving strategies to identify and resolve scientific problems.

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

WRITTEN AND ORAL COMMUNICATION
- Condense information/produce concise summary notes accurately.
- Write reports that are logically structured and contain relevant information.
- Ask and answer questions, clarify and summarize what others are communicating.

PERSONAL MANAGEMENT, PLANNING AND ORGANIZATION
- Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace.
- Effectively apply organizing and planning skills to manage work.
- Work effectively to complete deadlines.
- Proactively plan and manage work; monitor results through to successfully complete plans.

**Job Requirements:**
- Interest in research and lab work
- Basic knowledge of biology and/or physiology (has taken a biology or physiology course)
- Knowledge of computer software (Microsoft Office)
- Organized and be able to follow instructions carefully
- Good communications skills

**Salary:**
$14.00/hour
**Research Assistant**

**Recreation Services**

Job Description

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

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 Gained:**

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

**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; fulfils required roles, participates in discussion to improve effectiveness. Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback.

**Leadership**
Accept responsibility for decisions and display a positive attitude and perseverance.

**Planning and Organizing**
Effectively apply organizing and planning skills to manage work.
**Problem Solving Skills**  
Make decisions in accordance to 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.

**Job Requirements:**

Qualifications and skills:

- Full-time student during the 2020-21 school year (9 credit hours each for Fall/Winter terms)  
- Returning to full-time study in Fall 2022  
- GPA of at least 2.0  
- 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/hour
**Research Assistant**

**Centre for Human Rights Research**

**Duties:**
Assisting the director of the Centre for Human Rights Research, Dr. Adele Perry, with a variety of research projects. Will include literature reviews, writing memos, editing, transcribing interviews and helping organize human rights events.

**Competencies Gained:**

**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 plan and manage work. Monitor results to successfully complete plans.

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

**Teamwork**
Actively contribute to team projects/tasks. Participate in discussion to improve effectiveness.

**Job Requirements:**
Full-time 3rd-year or 4th-year undergraduate student or graduate student in fall & winter terms. Must work four hours per week.

**Salary:**
$16/hour, including vacation pay