



WORK-STUDY PROGRAM

GET HIRED ON CAMPUS

Part-time, on-campus employment for students with financial need during the school year. Find a job to boost your career and build the skills you need for your future.

UMANITOBA.CA/FINANCIAL-AID-AND-AWARDS/WORK-STUDY
Contact wkstudy@umanitoba.ca for more information.

Career Services  **UM**

Table of Contents

Information about the Work-Study program:	4
Office, Administrative, and Clerical	5
Student Office Assistant (66007) - Riddell Dean's Office	6
Language Centre Assistant (65903)- Faculty of Arts	7
Ooshka-Abe (65888) - Office of the Vice President Indigenous	9
Accounting Assistant (66074) – Faculty of Architecture.....	10
Metis Inclusion Assistant (66120) - Office of the Vice President Indigenous	11
Student Office Assistant (66097) - Stu Clark Graduate Program	13
Student Employment Assistance Officer (66017) - Experiential Learning	14
Land-Based Programs Coordinator (66108) - Service-Learning	16
Student Front Desk Office Assistant/Receptionist (66054) - Career Services	18
Career Mentor Program Assistant (66116) - Career Services	20
Technical and Laboratory	22
Social Media/Graphic Design Assistant (66006)- Faculty of Architecture	23
Waste Reduction Assistant (66117)- Physical Plant.....	25
Digital Design Assistant (66052)- Student Engagement & Success	27
Junior Systems Analyst (65923) - Information Services & Technology.....	30
Student Client Actor (66298) – Faculty of Education.....	32
Art Room Monitor (65882) – Education Building	34
Science Lab Monitor (65884) – Education Building	35
Ceramics Student Assistant (66067) - School of Art	38
Gallery Assistant - Exhibitions and Collections (2, 66018) - School of Art	39
Research	41
Student Research Assistant (66121) – National Centre for Truth and Reconciliation.....	42
Wellness & Prevention Assistant (65861) - Student Affairs	44
Undergraduate Research Assistant (66076) - Department of Microbiology	45
Event and Outreach Assistant (66092) - SDG6 Group	47
Student Research Assistant (66029) - Centre on Aging	49
Student Research Assistant (2, 65984) - Department of Anthropology	51
Student Research Assistant (66215) - College of Pharmacy	53
Student Research Assistant (66096) - Centre for Human Rights Research	56

Marketing, Promotion, and Events.....	58
Student Writer (66111) - Strategic Communications	59
Student Counselling and Wellness Social Media and Marketing Assistant (66024) - Student Counselling Centre.....	60
Social Media Assistant (66149) - Price Faculty of Engineering	62
Social Media Assistant (66200) - Office of the Vice President Indigenous	64
Social Media Assistant (65726) - Extended Education.....	66
Student Social Media Assistant (65762) - Marketing and Brand	68
Social Media Assistant (65758) - Department of German & Slavic Studies.....	70
Oskapewis (66125) - Office of the Vice President Indigenous.....	72
Student Social Media Assistant (65900) - Faculty of Arts	74
Student Services	76
Junior Intake Assistant (65787) Student Accessibility Services	77
Invigilator (65789) - Student Accessibility Services	78
Student Program Assistant (65985) - International Centre	79
Junior Confidential Intake Assistant (65911) - Student Advocacy and Case Management.....	82
Student Educator (2, 65961) - Office of Human Rights and Conflict Management	83
RO Student Services Assistant (66103) - Registrar's Office.....	85
Human Resources Student (65964) - Human Resources	87
Peer Involvement Advisor (66133) - Student Life	88
Student Ambassador (66057) - Desautels Faculty of Music	91
Student Ambassador (66066) - School of Art	92
Guest Experience Assistant (66081) - Recreation Services.....	93
Student Career Service Advisors (66113) – Career Services.....	95
Student Life Program Assistant (66115) - Student Life	97

Information about the Work-Study program:

To be eligible for the work-study program, you must meet the following criteria:

Important dates

Jun. 1, 2023 | Apply for student loans as early as this date to avoid delays

Aug. 1, 2023 | Sign up for and attend a Work-Study orientation session (mandatory for new Work-Study students)

Aug. 15, 2023 - Sep. 14, 2023 | Sign up for and attend mandatory

Sep. 12, 2023 | 12:00 p.m. (noon) | Deadline to apply for Work-Study program

Sep. 14, 2023 | 12:00 p.m. (noon) | Deadline to submit application packages for Work-Study jobs

Sep. 15, 2023 | Work-Study will release all applications to employers

Mar. 1, 2024 | End date for all work-study positions

Office, Administrative, and Clerical

Student Office Assistant (66007) - Riddell Dean's Office

Job Location: Dean's Office, Riddell Faculty

Job Description:

- Serves as receptionist for the Dean's Office; receives visitors, answers main phone line, provides information within range of knowledge/authority to students, staff, and public sector or refers to appropriate personnel.
- Checks voicemail regularly and responds to each call. Messages for Dean's Office staff are recorded providing the recipient with the name, phone number, date of call, and the nature of the request/message.
- Organizes brochures and information in reception area; mails out information packages on request.
- Receives deliveries for the Dean's Office. Some deliveries may need to be referred to other locations.
- Creates, updates and maintains student files and database
- Ensures advisors have all relevant documents prior to student appointments
- Uses AURORA to check on students' status and sends information to students via email/hard copy
- Refers students to advisors as required, advises students within range of knowledge/authority.
- Maintains inventory of stationery supplies and submits order requisition when supplies are low.
- Receives and reviews supply orders (i.e., Grand & Toy) for completeness.
- Assists in preparing and coordinating faculty events
- Keeps Dean's Office Boardroom area neat and clean before and after meetings (push in chairs, wipe down tables, put data projector and screen away).
- Refills paper trays in fax and photocopier.
- Keep front desk and office/waiting area neat and organized.
- Keeps bulletin boards current and tidy in appearance.
- Performs other related duties as assigned.

Competencies/Skill and Learning Outcomes:

- Must be proficient using computers and software such as MS Office applications.
- Excellent communication skills both verbal and written required in order to interact effectively with faculty, support staff and students.
- Efficient and effective work ethic.
- Ability to work with all levels of staff, students, parents, alumni and the general public.
- Organizational/time management skills required.
- Must be able to work in a team-oriented environment
- Must be able to communicate clearly and tactfully both orally and in writing
- Knowledge of University of Manitoba Policies and Procedures is a definite asset.
- Satisfactory work record, including attendance and punctuality, is required.

Job Requirements:

- Must be proficient using computers and software such as MS Office applications.

Salary: \$16/hr + vacation pay

Start/End Date: 09/18/2023 - 03/01/2024

Language Centre Assistant (65903)- Faculty of Arts

Job Location: Language Centre, 103 Isbister

Job Description:

Faculty of Arts Language Centre Assistant. Part-Time 4 hours/week, flexible schedule between Monday - Friday. Hourly wage: \$16/hour + vacation pay.

Duties will include:

- Provide information to the University community and local community on Language Programs/ Exchange Opportunities/ Language Learning
- Assist with the development and research of student-relevant language learning tools and resources.
- Assist with administering the film library
- Assist with administering the Language Centre Tutor Program
- Assist with administering the social media accounts. Researching for material, updating posts, building connections with the campus community and local community.
- Assist with organizing, managing and administering professional development events, promotional events, social events, on campus and community events.
- Assist in community consultations and outreach

Competencies/Skill and Learning Outcomes:

1. PRESENTATION SKILLS: Facilitate presentations of advanced information customized to the interests and needs of the audience
2. PLANNING AND ORGANIZING: Proactively plans and manages work; monitors results through to successfully complete plans
3. 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.
4. WRITTEN COMMUNICATION: Adapt writing style in consideration of different audiences.
5. LEADERSHIP: Models a strong desire to succeed by demonstrating adaptability to achieve goals.
6. 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.
7. DIGITAL TECHNOLOGY SKILLS: Performs basic computer tasks, such as creating documents, saving files, and sending email. Coordinating in person and Zoom meetings.

Job Requirements:

The Language Centre Assistant will be a current full-time student at the University of Manitoba working towards completion of a degree or diploma program. We are looking for candidates that have a strong interest in helping students, promoting language learning and learning about other cultures, with a desire to join a dedicated team and work in a professional environment. Preference will be given to Faculty of Arts students.

- Strong written and oral communication skills.
- Strong organizational skills.
- Ability to work independently to prioritize tasks.
- Strong interpersonal skills with the ability to work effectively with team members, staff, and students
- Ability to research and organize necessary information

The University of Manitoba is strongly committed to equity and diversity within its community and especially welcomes applications from women, racialized persons, Indigenous peoples, persons with disabilities, persons of all sexual orientations and genders, and others who may contribute to the further diversification of ideas.

If you require accommodation support during the recruitment process, please contact UM.Accommodation@umanitoba.ca or call 204-474-7195. All qualified candidates are encouraged to apply; however Canadian citizens and permanent residents will be given priority.

Salary: \$16/hr + vacation pay

Start/End Date: Oct 2nd – March 1st.

Ooshka-Abe (65888) - Office of the Vice President Indigenous

Job Location: 12 Migizii Agamik

Job Description:

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/Skill and Learning Outcomes:

Communication Skills

- Informing the Indigenous community (both internally and externally) about cultural events on campus
- Creating cultural content for social media.

Teamwork

- Working with others coordinating and executing cultural events on campus, including assisting facilitating virtual cultural gatherings.

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, as needed.
- Be available to assist with Full Moon ceremonies on a monthly basis, including assisting facilitating virtual cultural gatherings.
- 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: 17\$

Start/End Date: 09/18/2023 - 03/01/2024

Accounting Assistant (66074) – Faculty of Architecture

Job Location: Faculty of Architecture, 201 Russell Building

Job Description:

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

Competencies/Skill and Learning Outcomes:

Numeracy

- Perform calculations for adding, subtracting, multiplying and dividing, and converting between fractions and decimals.
- Analyze or compare numerical data to identify trends or compare statistics.

Analysis and Research

- Gather relevant data and organize information in a logical manner.

Oral Communication

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

Teamwork

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

Problem Solving

- Use problem-solving strategies to identify and resolve problems, issues and determine solutions.

Planning and Organizing

- Effectively apply organizing and planning skills to manage work. Work with tight deadlines and at a fast pace.

Digital Technology

- Work with a range of software including Excel and various accounting software programs

Personal Management

- Manage time and competing priorities effectively.

Job Requirements:

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

Salary: \$16.00 per hour

Start/End Date: 09/25/2023- 12/22/2023

Metis Inclusion Assistant (66120)- Office of the Vice President Indigenous

Job Location: 107 Administration Building, 66 Chancellors Circle

Job Description:

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

Duties may include:

- Create activities/events that support Métis students,
- Develop initiatives to increase awareness and understanding of Métis cultures,
- Assist with facilitating group discussions and meetings,
- Attend and assist at Métis-focused cultural events for cross-cultural learning,
- Participate in meetings, take meeting notes,
- Create content for social media.

There may also be other duties as assigned.

Competencies/Skill and Learning Outcomes:

Written Communication

- Summarize meeting notes in a concise manner,
- Write brief project reports,
- Create content for social media.

Oral Communication

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

Teamwork

- Actively contribute to team projects and tasks,
- Participate in discussions to improve effectiveness,
- Demonstrate respect and care and be supportive of thoughts, opinions, and contributions of others,
- Accept and share responsibility.

Leadership

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

Digital Technology Skills

- Performs basic computer tasks, such as creating documents and sending emails,
- Create social media content.

Presentation Skills

- Present information to one or more people with clarity, with the ability to respond to questions in a timely manner using appropriate resources.

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 with a minimum GPA of 2.0.

- Full time student during the 2023-2024 school year (9 credit hours each for fall/winter terms)
- Have an interest in working with Indigenous issues and 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
- THIS POSITION IS DESIGNATED FOR INDIGENOUS CANDIDATES. APPLICANTS MUST SELF-DECLARE ON THEIR COVER LETTER/RESUME AS INDIGENOUS (FIRST NATION, METIS AND/OR INUIT)

The University of Manitoba is strongly committed to equity and diversity within its community and especially welcomes applications from women, racialized persons, Indigenous peoples, persons with disabilities, persons of all sexual orientations and genders, and others who may contribute to the further diversification of ideas.

If you require accommodation support during the recruitment process, please contact UM.Accommodation@umanitoba.ca or call 204-474-7195. All qualified candidates are encouraged to apply; however Canadian citizens and permanent residents will be given priority.

Salary: 16.00/hour

Start/End Date: 09/18/2023- 02/29/2024

Student Office Assistant (66097) - Stu Clark Graduate Program

Job Location: 501 Drake Centre

Job Description:

The Student Office Assistant will provide administrative support to the Stu Clark Graduate Program Office. This includes in-person, email and telephone inquiries. The position also exists to assist and support the various staff in the SCGP by performing duties such as GPA calculations, registration of students, data entry, creating spreadsheets, using office databases, and basic service requests. The student is also expected to periodically assist on various events and projects.

Competencies/Skill and Learning Outcomes:

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 current students of the University of Manitoba and registered in a minimum of 9 credit hours per term.

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. Strong mathematical background is an asset. Experience with Word, Excel, Outlook and Access is preferred. Office experience is an asset.

The University of Manitoba is strongly committed to equity and diversity within its community and especially welcomes applications from women, racialized persons, Indigenous peoples, persons with disabilities, persons of all sexual orientations and genders, and others who may contribute to the further diversification of ideas.

If you require accommodation support during the recruitment process, please contact UM.Accommodation@umanitoba.ca or call 204-474-7195. All qualified candidates are encouraged to apply; however Canadian citizens and permanent residents will be given priority.

Salary: \$16/Hour

Start/End Date: 09/25/2023 - 03/01/2024

Student Employment Assistance Officer (66017) - Experiential Learning

Job Location: Fort Garry

Job Description:

The Student Employment Assistance Officer will work with the Lead, Experiential Learning to support the development and implementation of experiential learning opportunities for University of Manitoba students.

Hours & Wages:

- Hours of Work: Approximately 10 hours per week
- Flexible hours weekdays between 8:30am and 4:30pm
- Wage: \$14.50 per hour + 6% vacation pay
- Hours up to 117 hours from now until March

Duties will include:

- Write a weekly article, Get Hired
- Post jobs, and ensuring the databases/documents are accurate and up to date
- Manage confidential data, verifying student funding status, program eligibility and tracking employer hiring and funding use.
- Market employment connection and experiential learning programs to students and potential employers
- Assist in contacting employers to promote the employment services of Career, Community and Experiential Learning Centre and conduct employer follow-up and communications
- Organize employer information and recruitment sessions
- Promote UMConnect to students and employers
- Assist in data management of employer information in Orbis
- Create and manage employer information and contact lists
- Work with other staff to review and analyze employer information and suggest ways to streamline information
- Research labour market information and employment opportunities related to various fields
- Market experiential learning opportunities through social media, articles, and other communications mediums

Competencies Gained:

Written Communication:

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

Oral Communication:

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

Teamwork:

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

Planning and Organizing:

- Effectively apply organizing and planning skills to manage work

Problem Solving Skills:

- Make decisions in accordance to accepted practices and guidelines.

Digital Technology Skills:

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

Personal Management:

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

Qualifications:

- Full time student status (minimum 60% course load)
- Keen interest in helping students connect to employment and experiential learning opportunities
- Comfortable contacting and speaking with professionals in various occupations
- Skilled written and verbal communicator
- Excellent computer skills including use of Microsoft products
- Strong organizational ability
- Ability to work independently
- Interest in learning about the North American labour market
- Desire to join a dedicated team and work in a professional and confidential work environment

Salary: Wage: \$14.50 per hour + 6% vacation pay

Start/End Date: 09/18/2023 - 03/01/2024

Land-Based Programs Coordinator (66108) - Service-Learning

Job Location: On campus, Winnipeg and surrounding areas

Job Description:

The Land-Based Programs Coordinator will work independently under the direct supervision and mentorship of a land-based educator in the Community Engaged Learning (CEL) department.

The main duties include:

- Planning and coordinating the Land and Water Program, which involves
- Partner engagement and planning
- Event planning and logistical coordination
- Promotion and recruitment
- Facilitating student learning on and from the land
- Supporting student learning through integrated reflections and debriefs
- Upholding program values (Indigenous-led and -centered, inclusiveness, privileging Indigenous vendors and suppliers, and more)
- Personal and professional development
- Other duties as needed

Facilitating Indigenous Land and Place-Making walk + talks on Fort Garry campus and Winnipeg

Supporting other Indigenous land-based education initiatives offered through CEL, as needed

The successful candidate will manage their time and tasks independently. Hours are flexible (120 hours total, approximately 20 hours per event, 6 events throughout the year).

Competencies/Skill and Learning Outcomes:

Written communication

- Write promotional materials, registration forms, emails and reports that are logically structured and contain all relevant information.
- Adapt writing style in consideration of different audiences.

Oral communication

- Provide clear explanations and directions while instructing, educating and providing feedback.
- Communicate with others using a variety of communication strategies to negotiate, mediate, resolve difficult issues and share ideas.

Leadership

- Accept responsibility for decisions and display a positive attitude and perseverance.
- Take initiative in leading, supporting and motivating others in developing individual skills or tasks to achieve goals.

Planning and organizing

- Effectively apply organizing and planning skills to manage work.
- Work effectively to complete deadlines when under pressure.
- Proactively 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.

Presentation skills

- 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.

Job Requirements:

Minimum Formal Education/Training Requirements

- Enrolled as a full-time student at the University of Manitoba
- Must have satisfactory academic standing (minimum 2.0 GPA)
- Graduate students preferred

Experience

- Experience as a land-based practitioner or learner is preferred
- Experience facilitating land-based education is an asset
- Experience working in an office setting is an asset
- Proficiency in Microsoft Word, Excel, PowerPoint, email and other basic digital tools is required

Skills

- Basic knowledge of land-based pedagogies/ways of teaching and learning
- Knowledge of Indigenous community engagement principles and practices is an asset
- Exceptional organizational and file management skills
- Exceptional time management skills
- Exceptional proof-reading skills with a high attention to detail
- Excellent oral and written communication skills

Abilities

- Ability to work independently
- Capable of working effectively with internal and external teams and partners of diverse educational, age, racial, ethnic and cultural backgrounds
- Ability to manage multiple priorities with competing deadlines
- Ability to maintain privacy and confidentiality with respect to all communications and records to the extent protected under the law and statements of ethical practice
- Access to a vehicle is an asset.

Salary: TBD

Start/End Date: 09/18/2023

Student Front Desk Office Assistant/Receptionist (66054) - Career Services

Job Location: Career Services

Job Description:

DUTIES

- Receive and respond to telephone, email and in person (pending return to campus) inquiries from students, staff and public in a professional manner while maintaining confidentiality.
- Determine appropriate internal and external referral services/resources in response to inquiries. For example, referral to academic advising, faculty or other departments on campus.
- Provide appropriate Career Services information to individuals. For example, information on workshops, employer sessions, career fairs, career inventories (MBTI/SII), and on career consulting services.
- Maintain client management specifically:
 - Schedule appointments for staff; Reschedule appointments as needed;
 - Liaison between consultant and client as required i.e. internet issues, etc.
 - Guide students to update their career account
 - Direct students and employers accordingly with login
- Enter/update event information on UMConnect,
- Assist with event registration including register participants past deadline
- Export client registrations, forward event video conference invites and appropriate materials
- Enter/update data including recording of statistical information using Excel
- Complete other secretarial tasks as assigned and/or requested:
 - Photocopying for staff;
 - Typing/word processing work;
- Organize and maintain cleanliness of front desk reception area.
- Assist with Career Services special events (e.g., Career Fairs/Outreach Tables) and staffing information booths as assigned.

Competencies/Skill and Learning Outcomes:

Written Communication

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

Oral Communication

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

Planning and Organizing

- Effectively apply organizing and planning skills to manage work.

Digital Technology Skills

- Performs basic computer tasks, such as creating documents, saving files, and sending email.
- Design web pages and a wide range of software skills.

Job Requirements:

Written Communication

Condense information/produce concise summary notes accurately with correct grammar, punctuation and spelling.

Write letters and reports that are logically structured and contain all relevant information.

Adapt writing style in consideration of different audiences.

Oral Communication

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

Planning and Organizing

Effectively apply organizing and planning skills to manage work.

Digital Technology Skills

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

Design web pages and a wide range of software skills.

Salary: TBD

Start/End Date: 09/05/2023 - 03/01/2024

Career Mentor Program Assistant (66116) - Career Services

Job Location: In-Person with potential for some Remote Work

Job Description:

The Career Mentor Program (CMP) in Career Services is seeking a full time student with excellent communication and organizational skills to assist with the operation of the Career Mentor Program. The position requires the incumbent to work well within a confidential environment and is a great opportunity for those interested in pursuing social service, career guidance or counselling occupations.

The position includes the following duties:

- Facilitating program orientation sessions with students, manage student inquiries
- Contacting professionals in various industries
- Researching occupations and industry sectors
- Working with Microsoft Office programs to maintain records and manage administrative components of the program
- Promotion of the Career Mentor Program

Competencies/Skill and Learning Outcomes:

Written Communication

- Communicate effectively via email with supervisor and colleagues.
- Produce concise and grammatically correct summary notes and informational materials; Adapt writing style in consideration of different audiences.

Verbal 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.

Teamwork

- Demonstrate respect and care and is open and supportive of the contributions of others.
- Accept and share responsibility - learning from constructive criticism and giving positive and constructive feedback.
- Actively contribute to team projects/tasks as needed by different team members.
- Participate in discussions to improve effectiveness.

Project Planning and Organizing

- Effectively apply organizing and planning skills to manage workload.

Problem Solving Skills

- Learn how to apply the scientific problem-solving method to identify and solve problems and determine solutions.
- Apply problem solving strategies to determine root cause of issues to ensure proper documentation and eliminate their repetition.

Digital Technology Skills

- Performs basic computer tasks, such as creating documents, saving files, and sending emails.
- Consume and disseminate information by leveraging Microsoft Planner, Teams, and Sharepoint.
- Demonstrate proficiency in utilizing Microsoft Office, Online Searches, and Data Entry.

Personal Management

- Embrace new opportunities, adopt continuous improvement mindset, and identify importance in every job/task.
- Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace.

Job Requirements:

Minimum Formal Education/Training Requirements

Qualifications:

- Full time student status (minimum 60% course load)
- Excellent communication skills
- Comfortable contacting and speaking with professionals in various occupations
- Organized and able to work independently

Skills and Abilities

- Proficient use of intermediate Microsoft Office features, particularly with Microsoft Excel
- Good command of written communication (inclusive of grammar, punctuation, and spelling)
- Effective time management and organizational skills
- Effective meeting and record keeping skills
- 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, according to PHIA/FIPPA regulations
- Work independently and be a motivated self-starter
- Work collaboratively as part of a team
- Solve problems effectively and make good decisions.
- Recognize opportunities and possibilities when encountering challenges or during change.
- A desire to join a dedicated team and work in a professional and confidential work environment.

Salary: 15

Start/End Date: 09/14/2023 - 03/01/2024

Technical and Laboratory

Social Media/Graphic Design Assistant (66006)- Faculty of Architecture

Job Location: Faculty of Architecture, 212 Russell Building

Job Description:

Duties:

- Create, design and layout graphics communication for various communications for the Faculty of Architecture.
- Updates Faculty of Architecture website.
- Help manage social media accounts for the Faculty of Architecture including joining conversations where appropriate and posting events in a timely manner to the social media accounts.
- Act as a photographer for events and conferences.

Competencies/Skill and Learning Outcomes:

Written Communication

- Condense information/produce concise summary notes accurately with correct grammar, punctuation and spelling.

Oral Communication

- Ask and answer questions, clarify, and summarize what others are communicating and represent ideas graphically.

Teamwork

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

Planning and Organizing

- Effectively apply organizing and planning skills to manage work. Work with tight deadlines and at a fast pace.

Digital Technology

- Work with a range of software including photography, design programs, social media platforms and website management tools.

Personal Management

- Manage time and competing priorities effectively.

Job Requirements:

- Personally active on social media, must have experience with Facebook, Twitter, Instagram and LinkedIn
- Good understanding of social media best practices and etiquette.
- Strong written communication skills, excellent grammar.
- Excellent attention to detail.
- Ability to work both independently and with a team.
- Creative thinker with an eye for detail.
- Highly visual creative interest with strong photography skills.
- Ability to represent the Faculty in a polished and professional way.
- Proficient in the use of design Software, including InDesign and Photoshop.

- Preference will be given to students with a disability.

Salary: 16.00 per hour

Start/End Date: 09/22/2023- 03/01/2024

Waste Reduction Assistant (66117)- Physical Plant

Job Location: Physical Plant

Job Description:

The student will assist in researching best practices for waste reduction and improving our waste programs around campus. The student will assist to document program progress, tracking, reporting, and analyzing metrics around waste produced and disposed. The student will assist with the day-to-day operations of UMs Re-Shop program. The student will assist with communication, education, and awareness around waste reduction initiatives on campus. The student will collaborate with Sustainability Ambassadors, participate in waste related meetings and attend webinars as needed. A student with a background and interest in environmental studies would be suited to this role.

Competencies/Skill and Learning Outcomes:

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.

Oral Communication

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

Teamwork

- Contribute to team projects/tasks; fulfills the required roles, participates in a discussion to improve effectiveness.

Leadership

- Accept responsibility for decisions and display a positive attitude and perseverance.
- Model a strong desire to succeed by demonstrating adaptability to achieve goals. Take initiative in leading, supporting, and motivating others in developing individual skills or tasks to achieve goals.

Planning and Organizing

- Effectively apply organizing and planning skills to manage work.
- 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.

Numeracy

- Able to carry out arithmetic operations/understand data.
- Analyze or compare numerical data to identify trends or compare statistics.

Digital Technology

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

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 in sustainability, re-use programs, organics collection, waste planning and diversion systems.
- Strong communication skills.
- Ability to work both in person and remotely, as needed.
- Problem-solving skills.
- Hardworking.

Salary: \$17.00 per hour

Start/End Date: 09/14/2023-03/01/2024

Digital Design Assistant (66052)- Student Engagement & Success

Job Location: Tier Building (Some opportunity for remote work)

Job Description:

The units within Student Engagement and Student Success help to create a supportive campus-learning environment by working in collaboration with senior academic and administrative leaders to develop, implement, assess, and evaluate student engagement and success programs, policies, and practices across the institution, as well as assist in the marketing and communications of all Student Affairs offices and their programs and supports for students, staff, faculty, and the broader UM Community.

Digital Design Assistant support various work units and departments in their digital design needs. Its primary purpose is to provide design assistance in creating visually appealing and effective digital materials, such as graphics, multimedia presentations, website elements, and other digital content. The position is intended to enhance the university's communication, marketing, and educational efforts by ensuring that all digital materials are visually engaging, professionally designed, and aligned with the university's branding guidelines.

A. Digital Design | 60%

- Develop a broad understanding of all SEaS departments and services.
- Assist with graphic digital solutions for digital materials, web pages and web applications.
- Coordinates, organizes and edits content across a variety of digital platforms including social media, websites and presentations.
- Creates and updates promotional material including, brochures, posters, handouts and digital items.
- Help with printing orders for various projects and coordinate with external printing vendors.
- Ensures all promotional (digital and print) meet departmental and institutional visual identity standards
- Works with subject matter experts to assist with creating promotional materials using UM branding.
- Familiarity with Adobe Creative Clouds such as InDesign, Photoshop and Illustrator is an asset.
- Support in video pre-production and logistics, including scheduling, shot list setup, teardown, and communication.
- Assist with video production such as setting up equipment for sound, lighting, and camera.
- Assist with video post-production such as organizing files, video and sound editing.
- Familiarity with a range of camera equipment is an asset.
- Proficiency with Adobe Premiere is an asset.

B. Program Planning and Special Events | 20%

- Assist in the planning and implementation of events.
- Review and revise event plan and timeline, as required, for all major events (i.e. Career Fairs, Career Month, Orientation, etc.)
- Support event marketing campaign with direction from the Outreach Specialists and the Marketing and Communications Office.
- Suggest evaluation and report recommendations.
- Connect with students' associations around campus to promote SEaS and its offices.

- Coordinate volunteer needs for major events.
- Assist with booking needs of other events.

C. Other | 20%

- There are other projects and programs constantly being developed within SEaS and the broader Student Affairs.
Support in the form of insight, integration, development, etc. may be asked.
- There will also be training for and regular use of UM's web content management system (Drupal), intranet (SharePoint), and UM Learn (Desire to learn).
- Assists with planning, implementation and promotion of all major events and with execution of tasks to support events as needed.
- Assist in web updates and news story postings.
- Provide assistance with all events communication and outreach assist with as needed by the office in person or virtual.
- Connect with students' associations around campus to promote Student Affairs and its departments.
- Performs other duties as assigned.

Competencies/Skill and Learning Outcomes:

WRITTEN COMMUNICATION

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

ORAL COMMUNICATION

- Ask and answer questions, clarify, and summarize what others are communicating.
- Communicate with others using a variety of communication strategies to negotiate, mediate, resolve difficult issues and sell ideas.

TEAMWORK

- 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.

PLANNING AND ORGANIZING

- Effectively apply organizing and planning skills to manage work.
- Work effectively to complete deadlines when under pressure.
- Proactively plans and manages work; monitors results through to successfully complete plans.

PROBLEM SOLVING SKILLS

- Make decisions in accordance to accepted practices and guidelines.
- Use problem solving strategies to identify and resolve problems, issues and determine solutions.

DIGITAL TECHNOLOGY SKILLS

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

- Design web pages and a wide range of software skills.
- Demonstrate in depth knowledge of computer software and information technology systems.

PERSONAL MANAGEMENT

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

Job Requirements:

MINIMUM FORMAL EDUCATION/EXPERIENCE/TRAINING REQUIRED:

- Be a full-time student during the 2023-2024 school year
- Be residing in Manitoba throughout the Work-Study employment term.
- A keen interest in helping students and learning about Student Engagement and Success and its departments.
- Proficiency in Microsoft software suite with emphasis on Excel, Word and Outlook.
- Proficiency in Adobe InDesign, Photoshop, Illustrator and Premiere is an asset.
- Great visual understanding of design fundamentals and design concepts an asset.

SKILLS and ABILITIES:

- Very good at visual and verbal communication skills.
- Ability to manage difficult conversations with diplomacy and tact
- Ability to work independently and with groups and produce something from nothing.
- Attention to detail.
- Demonstrate creativity in marketing initiatives
- Ability to solve problems and generate ideas to address service needs
- Ability to multitask and prioritize a diverse set of projects and requests
- Adaptable and flexible in a busy and challenging workplace
- Maintain privacy and confidentiality with respect to all communications and records.

Salary: TBD

Start/End Date: 09/18/2023- 03/01/2024

Junior Systems Analyst (65923)- Information Services & Technology

Job Location: Remote

Job Description:

Several projects are looking for help from a junior systems analyst to help with reorganizing various technical documents and reviewing/supporting the Senior Analyst on analysis of data, repointing system to different sources and provide technical analysis support where required. We also have an opportunity to develop/enhance processes using Microsoft Power Apps.

Competencies/Skill and Learning Outcomes:

- Support data gathering and analyzing activities
- Review and organize technical documents
- Implement quality assurance activities such as surveys and questionnaires as needed
- Provide processed data to team members as per their needs
- Perform data analysis where required
- Maintain a data repository to provide appropriate information that help in strategic planning and decision making
- Gather and process project data and other business data as requested by the project team
- Work with the Microsoft suite of Power App tools

WRITTEN COMMUNICATION

Condense information/produce concise summary notes accurately with correct grammar, punctuation, and spelling. Adapt writing style in consideration of different audiences.

ORAL COMMUNICATION

Ask and answer questions, clarify, and summarize what others are communicating. Provide clear explanations and directions while instructing, educating and providing feedback. Communicate with others using a variety of communication strategies to negotiate, mediate, resolve difficult issues and sell ideas.

TEAMWORK

Demonstrate respect and care. Is open and supportive of the thoughts, opinions, and contributions of others. Actively contribute to team projects/tasks; 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. Models a strong desire to succeed by demonstrating adaptability to achieve goals. 35

PLANNING AND ORGANIZING

Effectively apply organizing and planning skills to manage work. Work effectively to complete deadlines when under pressure. Proactively plans and manages work; monitors results through to successfully complete plans.

PROBLEM SOLVING SKILLS

Make decisions in accordance to accepted practices and guidelines. Use problem solving strategies to identify and resolve problems, issues and determine solutions. Recognize inconsistencies in reasoning. Makes decisions in situations that fall outside established guidelines or where the choice among options

is less obvious.

ANALYSIS AND RESEARCH

Gather relevant secondary data and organize information in a logical manner. Collect primary data and/or assist in carrying out surveys, focus groups, and lab analysis. Analyze samples/surveys for quantitative/qualitative research.

DIGITAL TECHNOLOGY SKILLS

Performs basic computer tasks, such as creating documents, saving files, and sending email. Ability to read logs and analyze data as needed from various software Demonstrate in depth knowledge of computer software and information technology systems.

PRESENTATION SKILLS

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

PERSONAL MANAGEMENT

Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace. Embrace new opportunities, learn continuously, and identify importance in every job/task. Anticipate the unexpected and respond quickly to sudden changes in circumstances.

Job Requirements:

- Experience using Microsoft Teams and SharePoint
- Proficient in using computers and software such as Microsoft Word, Excel, and email
- Excellent interpersonal skills to communicate effectively and courteously both verbal and written
- Ability to work both independently and co-operatively in a team environment

Salary: TBD

Start/End Date: 09/18/2023- 03/01/2024

Student Client Actor (66298) – Faculty of Education

Job Location: Hybrid

Job Description:

Detailed description of project and duties:

To help facilitate graduate counselling students gain valuable in vivo counseling experiences by working with actors (drama students) who are trained to serve as clients:

- The actor would have creative space to develop 5 client role play scenarios for engagement with the Masters level counseling psychology course.
- The actor would be responsible for engaging in character development and sustaining the role in a role play counseling scenario (one hour duration with the student)
- The drama student would be expected to write a one page double-spaced reflection after each counselling session with the graduate student (template of questions to inform reflection will be provided). This feedback will be reviewed prior to being provided to the graduate counselling student counsellor.
- The theatre student would need to invest a minimum of 3 hours a week (over the duration of 14 weeks during the Fall 2023 term). One week would comprise 3 hours of time set aside by the student to work independently to create a client case scenario, and the alternating week would comprise engaging in two individual client sessions (one hour duration for each session) with two counselling students from 5:30-6:30pm/ 6:45-7:45pm on Monday evenings. Please note that an additional hour for Monday evenings would consist of the theatre student dressing up, finding appropriate props (if needed) to complement the role play. Dates on campus would be the following: October 2 (case scenario 1), October 16 (case scenario 2), October 30 (case scenario 3), November 20, 2023 (Case scenario 4), and November 27 (Case scenario 5)
- Total time invested: 3 hours a week over 14 weeks: 42 hours X 30.00/hour= \$1, 260.00

Competencies/Skill and Learning Outcomes: Text

Improvisation Skills: Anticipate the unexpected and respond quickly to sudden changes in circumstances if needed

Presentation Skill: Facilitate interactive client role play sessions customized to the interests and needs of the graduate counselling student.

Problem Solving Skills: Take initiative and make decisions and create client cases in accordance to accepted practices and guidelines in the field of theater

Planning and Organizing: Proactively plans and manages work; monitors effectiveness of each client role to inform practice

Written Communications Skills: Engages in providing written feedback to the counselling student as to what the strengths and challenges were in the session (maximum of 1 page (double spaced) provided to the professor to be reviewed prior to sending it to the graduate counselling student). Template for reflection will be provided by the professor

Job Requirements:

The drama student must possess:

- Minimum of one year of acting classes and/or experiences (highschool experience would also count)

- Prior success with nuanced and/or psychologically complicated roles
- Experience with improvisation
- 18 years of age or older

Salary: \$25.00 per hour

Start/End Date: 09/14/2023 - 12/08/2023

Art Room Monitor (65882) – Education Building

Job Location: Education Building

Job Description:

The Faculty of Education, Department of Curriculum, Teaching and Learning is currently looking for a self-motivated individual to monitor the arts wing in the Education building.

The duties for this position are:

- Monitor the visual art and other arts wing rooms over lunchtime 2-3 days per week
- Depending on experience, develop and implement lunchtime arts workshops for BEd students
- Create or update the database of art supplies
- Monitor the supply of consumable materials and alert faculty or the department head when supplies are low so more can be ordered
- Organize and maintain rooms in the arts wing so all equipment and materials are stored safely
- Work with arts education faculty to determine priorities for future art room purchases.

Competencies/Skill and Learning Outcomes: Text

ARTS BACKGROUND: The preferred candidate will have a background in one or more of the arts and a familiarity with visual arts, music, and/or theatre equipment and materials.

PLANNING AND ORGANIZING SKILLS: The preferred candidate will effectively apply organizing and planning skills to manage work and meet deadlines.

COMMUNICATION SKILLS: The preferred candidate will communicate effectively with course instructors and department head to ensure work expectations are met. This will include discussing doubts and required clarifications as needed to complete work. Monitors will be expected to respond timely to email communications and readily communicate changes of schedule to arts course instructors.

Job Requirements: The preferred applicant will be a student in the Faculty of Education.

Salary: 15.30/hr

Start/End Date: 09/18/2023 - 03/01/2024

Science Lab Monitor (65884) – Education Building

Job Location: Education Building

Job Description:

The Faculty of Education, Department of Curriculum, Teaching and Learning is currently looking for a self-motivated and organized individual to monitor the science laboratories in the Education building.

The duties for this position are:

- Create and maintain the inventory of science equipment and materials in the labs
- Prep for classes and clean up after classes
- Organize and maintain the laboratory so all equipment and materials are stored safely
- Monitor the supply of consumable materials and alert science course instructors when supplies are low
- Prepare the supplies orders and send them to science course instructors for approval

Competencies/Skill and Learning Outcomes:

- **SCIENCE BACKGROUND:** The preferred candidate will have a background in science and familiarity with scientific equipment and materials.
- **PLANNING AND ORGANIZING SKILLS:** The preferred candidate will effectively apply organizing and planning skills to manage work and meet deadlines.
- **COMMUNICATION SKILLS:** The preferred candidate will communicate effectively with course instructors and department head to ensure work expectations are met. The candidate will discuss doubts and require clarifications as needed to complete work. The candidate will respond timely to email communications and readily communicate changes of schedule to science course instructors.

Salary: \$15.30/hr

Start/End Date: 09/18/2023 - 03/01/2024

Student Client Actor (66298) - Faculty of Education

Job Location: Hybrid

Job Description:

Detailed description of project and duties:

To help facilitate graduate counselling students gain valuable in vivo counseling experiences by working with actors (drama students) who are trained to serve as clients:

- The actor would have creative space to develop 5 client role play scenarios for engagement with the Masters level counseling psychology course.
- The actor would be responsible for engaging in character development and sustaining the role in a role play counseling scenario (one hour duration with the student)
- The drama student would be expected to write a one-page double-spaced reflection after each counselling session with the graduate student (template of questions to inform reflection will be provided). This feedback will be reviewed prior to being provided to the graduate counselling student counsellor.
- The theatre student would need to invest a minimum of 3 hours a week (over the duration of 14 weeks during the Fall 2023 term). One week would comprise 3 hours of time set aside by the student to work independently to create a client case scenario, and the alternating week would comprise engaging in two individual client sessions (one hour duration for each session) with two counselling students from 5:30-6:30pm/ 6:45-7:45pm on Monday evenings. Please note that an additional hour for Monday evenings would consist of the theatre student dressing up, finding appropriate props (if needed) to complement the role play. Dates on campus would be the following: October 2 (case scenario 1), October 16 (case scenario 2), October 30 (case scenario 3), November 20, 2023 (Case scenario 4), and November 27 (Case scenario 5)
- Total time invested: 3 hours a week over 14 weeks: 42 hours X 30.00/hour= \$1, 260.00

Competencies/Skill and Learning Outcomes:

- **Improvisation Skills:** Anticipate the unexpected and respond quickly to sudden changes in circumstances if needed
- **Presentation Skill:** Facilitate interactive client role play sessions customized to the interests and needs of the graduate counselling student.
- **Problem Solving Skills:** Take initiative and make decisions and create client cases in accordance to accepted practices and guidelines in the field of theater
- **Planning and Organizing:** Proactively plans and manages work; monitors effectiveness of each client role to inform practice
- **Written Communications Skills:** Engages in providing written feedback to the counselling student as to what the strengths and challenges were in the session (maximum of 1 page (double spaced) provided to the professor to be reviewed prior to sending it to the graduate counselling student). Template for reflection will be provided by the professor

Job Requirements

Desired Qualifications:

- The drama student must possess:
- Minimum of one year of acting classes and/or experiences (highschool experience would also count)
- Prior success with nuanced and/or psychologically complicated roles
- Experience with improvisation
- 18 years of age or older

Salary: \$25.00 per hour

Start/End Date: 09/05/2023 - 12/08/2023

Ceramics Student Assistant (66067)- School of Art

Job Location: School of Art, Art Barn

Job Description:

The Ceramics Student Assistant will work with the Ceramics Technician to complete a glaze project for the new kilns in the School of Art.

Job Duties:

- Reporting to the Ceramics Technician, the Ceramics Student Assistant will:
- Make clay test tiles using the extruder
- Mix glaze tests using a variety of materials in the glaze lab (recipes supplied)
- Fire tests in both electric and gas kilns (with supervision)
- Make a display as a reference for select tiles that become shop glazes
- Mix large buckets of glaze to use for glazing student work
- Cleaning of glaze lab and glazing room
- Cleaning and disposing of tests in glaze waste

Competencies/Skill and Learning Outcomes:

- **Technical Skills:** Follows laboratory procedures to ensure a safe and sterile working environment.
- **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.

Job Requirements:

- Enrolled as a current SOA student at the University of Manitoba and registered in a minimum of 18 credit hours during the academic year.
- Must be in good academic standing (minimum of 3.0 GPA)
- Demonstrates a passion for arts and culture on their social media platform(s).
- Must be friendly, outgoing, and approachable
- Exceptional interpersonal and customer service skills
- Work independently and be a motivated self-starter
- Work collaboratively as part of a team
- Effective time management and organizational skills
- Must be able to wear 1/2 piece respirator with P100 filters

Salary: \$15.30/hour

Start/End Date: 10/10/2023 - 04/30/2024

Gallery Assistant- Exhibitions and Collections (2, 66018)- School of Art

Job Location: School of Art Gallery, School of Art

Job Description:

The School of Art Gallery requires a Gallery Assistant to work primarily in the area of collections care and management. The School of Art Gallery presents 6-12 exhibitions and related events each year and maintains a growing collection of over 5000 artworks in its holdings. The Gallery Assistant will contribute research to the Permanent Collection database and will help to ensure that works in the gallery holdings are safely cared for. The Gallery Assistant may also contribute exhibition research and assist with the installation and setup of exhibitions and events.

Job Objectives:

- Increase access to information on the exhibition archive and Permanent Collection database;
- Compile, prepare, and present research on art and artists in Gallery exhibitions and collections so that it is accessible to members of the University community and the general public. This work will contribute to art history, particularly in the areas of Canadian, Manitoban, and Indigenous art;
- Ensure that artworks under temporary or permanent stewardship of the School of Art Gallery are safely and professionally installed or stored.

Duties:

- Assisting with inventory and condition reporting of artworks in the Permanent Collection;
- Auditing, updating, and uploading records in the Permanent Collection database;
- Photographing artworks and scanning documents from artwork acquisition files;
- Assisting with simple artwork conservation projects;
- Assisting with installation of exhibitions and setting up of events.
- Greet Gallery visitors, provide information about current exhibitions; may also conduct tours.

Competencies/Skill and Learning Outcomes:

Written Communication

- Condense information/produce concise summary notes accurately with correct grammar, punctuation and spelling.

Oral Communication

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

Teamwork

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

Analysis and Research

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

Problem Solving

- Use problem solving strategies to identify and resolve problems, issues and determine solutions.

Planning and Organizing

- Effectively apply organizing and planning skills to manage work.

Job Requirements:**Qualifications:**

- Excellent oral and written communication skills;
- Detail oriented;
- Computer literacy, able to work in both Mac and PC environments (familiarity with Microsoft Office and Adobe Creative Cloud applications is an asset);
- Preference will be given to School of Art students enrolled either in Art History or Studio degree programs.

Availability:

The successful candidate must be available during the Fall and Winter Term breaks, and may be required to work some Thursday evenings and Saturday afternoons.

Student Eligibility

Student applicants must meet the following requirements:

- Have proof of a 2023-2024 government student aid package of at least \$2,000; or, proof of 2023-2024 Indigenous band sponsorship, Metis Nation post-secondary funding, or disability funding. If you are delayed in receiving your funding, please email [Work-Study](#) so we can determine a plan for your situation. (Note: Past government aid does not count; personal bank loans such as lines of credit and/or educational loans and registered educational saving plans are not considered with this program.)
- Be registered at the University of Manitoba as a full-time undergraduate or graduate student in both terms (Fall 2023 and Winter 2024). Students must have a minimum 60% course load (i.e., 9 credit hours per term for undergraduate students). If you are a Graduate student, please contact us so we can determine your validity case-by-case.
- Have achieved a satisfactory academic standing with a minimum 2.0 institutional grade point average in their previous academic session (not applicable for new UM students)
- Be residing in Manitoba throughout the Work-Study employment term
- **International students** must have proof of a government student loan or aid package for the 2023-2024 school year **from their home country**. Private/educational bank loans are not considered; no exceptions will be made. Proof of government funding must be attached to the student application or it will be considered ineligible.

Salary: \$17.50 per hour

Start/End Date: 10/02/2023 - 03/01/2024

Research

Student Research Assistant (66121) – National Centre for Truth and Reconciliation

Job Location: Fort Garry Campus; National Centre for Truth and Reconciliation - 177 Dysart Road

Job Description:

The research unit at the National Centre for Truth and Reconciliation (NCTR) is looking for a compassionate, energetic, responsible, and detail-oriented research assistant. Over the 2023 Fall and 2024 Winter Academic sessions, the research assistant will assist Professor Brenda Gunn, Academic and Research Director of the NCTR, with a variety of research projects related to truth and reconciliation and will contribute to the broader work and projects of the NCTR research unit. Duties will include administrative support such as event planning, as well as research related tasks such as conducting literature reviews, completing research memos, and editing documents.

The NCTR is mandated to continued research work begun by the Truth and Reconciliation Commission and in this way contribute to the continuing healing of First Nations, Inuit and Métis peoples and the country as a whole. The NCTR is also mandated to build a foundation of reconciliation by promoting education and understanding of the Residential Schools and how they are part of a larger history of violent assaults on the distinct cultures and identifies of First Nations, Inuit and Métis peoples.

Successful applicant will be expected to work 5 hours per week for 26 weeks during the 2023 Fall and 2024 Winter academic terms. The NCTR will pay the student \$20 an hour (plus vacation payment) for their time.

Competencies/Skill and Learning Outcomes:

1. Written & Oral Communication

- Condense information/produce concise summary notes accurately with correct grammar, punctuation, and spelling.
- adapt writing style in consideration of different audiences.
- ask and answer questions, clarify, and summarize communications.
- provide clear explanations and directions while instructing and providing feedback.
- communicate with others using a variety of communication strategies to negotiate, mediate, resolve difficult issues, and sell ideas.

2. Teamwork

- Demonstrate respect, care, openness and support of the thoughts, opinions, and contributions of others.
- Actively contribute to team projects/tasks, fulfill required roles, and participates in discussion to improve effectiveness.
- Accept and share responsibilities, learn from constructive criticism, and give positive and constructive feedback.

3. 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 and make decisions in situations that fall outside established guidelines or where the choice among options is less obvious.

4. Analysis & Research

- Gather relevant and diverse Indigenous perspectives, and secondary data and organize in a logical manner.

- Collect diverse Indigenous perspective and primary data and/or assist in carrying out interviews and focus groups.
- Analyze and incorporate diverse Indigenous perspectives and research methodologies.

5. Personal Management & Development

- 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.
- Deepen cultural competency and understanding of trauma-informed approaches and practices.

Job Requirements:

- Preference will be given to First Nations (status), First Nations (non-status), Métis, or Inuit candidates.
- Be residing in Manitoba throughout the Work-Study employment term.

Formal Education

- Must be a registered at the University of Manitoba as a full-time undergraduate or graduate student in both terms (Fall 2023 and Winter 2024);
- Have achieved a satisfactory academic standing with a minimum 2.0 institutional grade point average in their previous academic session (not applicable for new UM students).
- Graduate student in a law, Indigenous studies or social science disciplines preferred.
- Completion of an Indigenous research methodologies course is an asset.
- A keen interest in seeking truth, decolonizing practices, and advancing reconciliation.

Abilities & Skills:

- Excellent written and oral communication skills with ability to write clearly and concisely.
- Excellent interpersonal skills
- Ability to work in a professional and confidential work environment.
- Reliable and responsible
- Effective time management, prioritization, and organizational skills
- Detail and task oriented
- Highly energetic, motivated, and a self-starter with the ability to work independently or with a team.
- Experience:
 - Education, training, or experience working with Indigenous nations, governments, grassroots groups, or community organizations is preferred
 - Lived experience, knowledge, and competency with Indigenous cultures, history, and community protocols is strongly preferred
 - Fluency in an Indigenous language is an asset
 - Previous experience and understanding of trauma informed approaches and self-care practices is preferred.

Salary: \$20/hr (plus vacation payment)

Start/End Date: 09/25/2023 - 03/01/2024

Wellness & Prevention Assistant (65861)- Student Affairs

Job Location: Fort Garry Campus; 474 University Centre

Job Description:

In this role, the successful applicant would be working for 20 hours per month (approximately 5 hours/week between October – March) to assist with the ongoing wellness, harm reduction and illness/injury prevention initiatives.

This role would include assistance with the following three aspects:

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

Competencies/Skill and Learning Outcomes:

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; fulfills required roles, participates in discussion to improve effectiveness
- 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

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

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 email.

Job Requirements:

Ideal candidate would have an interest in mental health and wellness, an understanding of existing mental health & wellness-related campus supports, strong Microsoft Word and Excel skills, ability to work independently, strong field research abilities and excellent written communications skills. Ability to be a Full time student in Fall & Winter terms; have a 2023-2024 government loan OR have full Aboriginal sponsorship.

Salary: \$17-\$19/hour, dependent on experience

Start/End Date: 10/02/2023- 03/01/2024

Undergraduate Research Assistant (66076)- Department of Microbiology

Job Location: 423 Buller Building, Fort Garry Campus

Job Description:

Our laboratory studies the mechanisms of antimicrobial resistance in Gram-negative bacteria. The work study student will help with the day to day running of the laboratory, which includes preparing reagents and bacterial growth medium, keeping the laboratory well-organized and assist graduate students with their experiments. The student will gain hands-on experience in running agarose gels, culturing bacteria, gene cloning etc. The student is also expected to attend weekly lab meetings. More information about our lab is available at www.ayushkumarlab.com.

Competencies/Skill and Learning Outcomes:

The student will have gained the ability to:

ORAL COMMUNICATION:

- Ask and answer questions, clarify, and summarize what others are communicating.
- Provide clear explanations to researchers and students

TEAMWORK:

- 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

PLANNING AND ORGANIZING

- Effectively apply organizing and planning skills to manage work.
- Work effectively to complete deadlines when under pressure.

PROBLEM SOLVING SKILLS:

- Use problem solving strategies to identify and resolve problems, issues and determine solutions.

ANALYSIS AND RESEARCH:

- Collect primary data and assist in their analysis.

DIGITAL TECHNOLOGY SKILLS:

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

PRESENTATION SKILLS:

- Present basic information to researchers and students 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.

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:

- Strong organizational skills and attention to detail.
- Ability to work well in a team and follow instructions.
- Basic knowledge of laboratory procedures and safety protocols (prior lab experience is a plus).

- Experience with basic microbiology lab techniques: culturing bacteria, aseptic techniques, antibiotic susceptibility assays, preparing culture medium.
- The student should have successfully completed MBIO1010 and MBIO2020 (or equivalent courses). Prior research experience in a microbiology laboratory is an asset.

Salary: TBD

Start/End Date: 09/14/2023- 03/01/2024

Event and Outreach Assistant (66092)- SDG6 Group

Job Location: Fort Garry Campus & Remote

Job Description:

In 2018, the University of Manitoba was designated as the United Nations Academic Impact (UNAI) Hub for Sustainable Development Goal (SDG) 6: Clean Water and Sanitation. Institutions from around the world are designated as UNAI hubs for three-year renewable terms. The UN SDG 6 group will continue to advance research, analysis and policy for clean water and sanitation in our classrooms, on our campuses, and in our communities.

The event and outreach assistant will assist University of Manitoba's SDG6 group with promotion and programming related to the group's annual Speakers Series. The assistant will also contribute to the creation of promotional and educational material for the UM SDG6 group including drafting reports, briefing notes, and conference displays.

The SDG6 group is seeking a 3rd-year or 4th-year undergraduate student who can work between 3-5 hours per week. Wage is between \$16 - \$18/hour depending on experience and qualifications. The student will report to the SDG6 Coordinators and the Centre for Human Rights Research.

Competencies/Skill and Learning Outcomes:

LEARNING OUTCOMES

Students will gain skills and experience in the following:

Written Communication

- Condense information/produce concise summary notes accurately with correct grammar, punctuation and spelling.
- Adapt writing style in consideration of different audiences.

Webskills

- Experience hosting virtual events using Zoom webinars
- Skills in creating accessible digital

Research

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

Planning and Organizing

- Effectively apply organizing and planning skills to manage work
- Work effectively to complete deadlines when under pressure
- Proactively plans and manages work; monitors results through to successful completion.

Teamwork

- Demonstrate respect, care, openness and support of the thoughts, opinions, and contributions of others.
- Actively contribute to team projects/tasks, fulfill required roles, and participates in discussion to improve effectiveness.
- Accept and share responsibilities, learn from constructive criticism, and give positive and constructive feedback.

Job Requirements:**To meet the eligibility requirements for the Work-Study program, students must:**

1. Have proof of a 2023-2024 government student aid package of at least \$2,000; or, proof of 2023-2024 Indigenous band sponsorship, Metis Nation post-secondary funding, or disability funding.
2. Be registered at the University of Manitoba as a full-time undergraduate or graduate student in both terms (Fall 2023 and Winter 2024).
3. Have achieved a satisfactory academic standing with a minimum 2.0 institutional grade point average in their previous academic session (not applicable for new UM students).
4. Be residing in Manitoba throughout the Work-Study employment term.

Education

- Courses related to, or an interest in issues of environmental sustainability would be an asset.

Skills and Abilities

- Interest in sustainability, water resources, and human rights
- Work comfortably in using professional correspondence to staff and faculty involved with the UNAI Hub for SDG 6.
- 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.
- Ability to work remotely required.

Salary: \$16 - \$18/hour depending on experience and qualifications

Start/End Date: 09/18/2023 - 03/01/2024

Student Research Assistant (66029)- Centre on Aging

Job Location: Centre on Aging and/or Remote Work

Job Description:

This position will be an opportunity to learn about the research process through a variety of research projects as well as analyzing publicly available datasets. The student research assistant will assist with preparing for data collection, analyzing data, summary report writing, gathering resource information, and other activities related to the research projects. The student will work on campus and will have easily accessible supervision. There will be many opportunities for further training and networking for those students interested in aging.

The Centre on Aging is a highly productive university-wide research Centre that focuses on the study of aging (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 writing summary reports and other documents
- Assist with research projects, including doing literature reviews
- Environmental scans
- Archiving research materials

Competencies/Skill and Learning Outcomes:

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.
- Understanding of basic research methods would be an asset.

Experience:

- Experience analyzing data and basic statistical knowledge is required.

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.
- Attention to detail 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.
- Ability to work remotely if needed.

Salary: 10 hours/week at \$16.00/hour

Start/End Date: 10/16/2023 - 01/19/2024

Student Research Assistant (2, 65984)- Department of Anthropology

Job Location: 144 - St. Paul's College, DR 311

Job Description:

Duties:

- Web design to upload and create websites on archaeological research programs;
- Update current websites
- Creation of youtube video based on digital videos and photographs of archaeological excavations
- Art archive database management
- Analyse archaeological remains
- Digitize field notes, photos, plans, and data;
- Analysis of zoo-archaeological remains and data;
- Bibliographic research;
- Maceration and preparation of zoological specimens;
- ArcGIS to analyse archaeological materials spatially;
- AutoCAD to build models of archaeological sites;
- Museum display - preparation of artefacts and displays;
- Photogrammetry analysis;
- Proteomic analysis of ancient animals;
- Rhino for architectural reconstruction;
- Cementum analysis of teeth to reconstruct seasonality;
- Proteomic analysis of teeth to reconstruct genetic history;
- I am open to other suggestions too

Competencies/Skill and Learning Outcomes:

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

- Analyse 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:

Any and all of the following disciplines are useful:

- Art history knowledge
- Architecture background
- Zoology
- Archaeology
- GIS Map making
- Knowledge of computers, archaeology or relevant experience
- 3D modeling
- Autocad
- ArcGIS
- Endnote bibliographic cataloguing

Salary: \$16.00-\$18.00 per hour

Start/End Date: 05/01/2023 - 08/31/2023

Student Research Assistant (66215)- College of Pharmacy

Job Location: College of Pharmacy, Rady Faculty of Health Sciences, 750 McDermot Ave.

Job Description:

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/Skill and Learning Outcomes:

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: TBD

Start/End Date: 09/18/2023 - 03/01/2024

Student Research Assistant (66096) - Centre for Human Rights Research

Job Location: Centre for Human Rights Research

Job Description:

The Centre for Human Rights Research (CHRR) was established in 2012 to bring together people and organizations - both within and outside the University of Manitoba - to enhance interdisciplinary and collaborative research capacity, create richer training opportunities for students, and facilitate the fusion of research-driven knowledge, public policy and intellectual debate on issues related to human rights and social justice. The CHRR aims to facilitate research that is both academically rigorous and accessible to the public.

We are seeking an upper level undergraduate or graduate student to work 3-5 hours per week to support CHRR in the development of an online and accessible human rights resource library, with a particular emphasis on the CHRR's research themes: reproductive and bodily justice; borders and human rights; human rights and Indigenous rights; and right to food and water.

The Student Research Assistant will assist in the development of the resource library, including:

- Image research (including photography, art, graphics) for use in the resource library;
- Developing and updating human rights resources;
- Profiling the human rights work of the Centre's Research Affiliates network;
- Drafting reports and summaries of human rights related issues and events; and
- Assisting in organizing human rights events in the community.

Wage will be \$18-\$20/hour depending on experience

Competencies/Skill and Learning Outcomes:

Research

- Gather relevant secondary data and organize information in a logical manner

Written Communication

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

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 an in depth knowledge of computer software and information technology systems

Planning and Organizing

- Proactively plan and manage work and monitor results to successfully complete work plans.
- Detail oriented.
- Experience with event planning.

Planning and Organizing

- Effectively apply organizing and planning skills to manage work
- Work effectively to complete deadlines when under pressure
- Proactively plans and manages work; monitors results through to successful completion.

Teamwork

- Demonstrate respect, care, openness and support of the thoughts, opinions, and contributions of others.
- Actively contribute to team projects/tasks, fulfill required roles, and participates in discussion to improve effectiveness.
- Accept and share responsibilities, 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:

Education

- Courses related to, or an interest in issues of human rights, Indigenous rights, and social justice would be an asset.

Skills and 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.
- Ability to work remotely required.
- Experience working in Canva or Adobe and with video editing would be an asset. **Salary:** TBD

Salary: 18-20\$/hour depending on experience

Start/End Date: 09/18/2023 - 03/01/2024

Marketing, Promotion, and Events

Student Writer (66111) - Strategic Communications

Job Location: Hybrid/remote

Job Description:

- Researches, develops, and edits content targeted to students.
- Creates informational and promotional student-focused content across a variety of platforms including UM Today, the UM website and social media channels.
- In consultation with the Manager, Provost communications, seeks to understand objectives, timelines, outcomes and deliverables and works to deliver high-quality writing that achieves the required goals.
- Ensures that the language of written materials is compelling, accurate, professional and credible.
- As needed, adapts written communications into other formats including web, video or presentations.
- Develops and promotes use of consistent style guide in all university communications materials.
- Participates in cross-functional project teams.
- Other duties as required.

Competencies/Skill and Learning Outcomes:

- 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.

Job Requirements:

- Excellent communication skills
- Excellent research skills
- Experience writing for websites or any professional writing experience required

Salary: \$16.47 hourly

Start/End Date: 10/02/2023- 03/01/2024

Student Counselling and Wellness Social Media and Marketing Assistant (66024) - Student Counselling Centre

Job Location: Student Counselling and Wellness

Job Description:

Student Counselling and Wellness is seeking an enthusiastic, thoughtful and organized student assistant to create, curate and promote our social media content, and to assist with marketing and promotion in our office and in person on campus as needed. Reporting to the Director, SCW, the successful candidate will have an interest in mental health and health promotion, and will be responsible for planning and executing social media marketing on Instagram and engaging with other UM accounts. The candidate will receive support and guidance from SCW staff and will have the opportunity to collaborate on content creation initiatives. The SCW is committed to the principles of EDI and ensuring our social media content is accessible, welcoming, inclusive, and reflective of the UM population, including BIPOC and 2SLGBTQ+ communities.

The schedule will be flexible based on the candidate's availability with weekly meetings and potential in office or in person promotional events as required.

Duties will include:

- Manage the SCC Instagram account which includes engaging the audience, responding to messages, and sharing relevant information.
- Assist in online traffic data analysis to evaluate the reach of various social media and promotional campaigns.
- Use Canva to create clear, meaningful content and graphics.
- Share important information and resources in a clear, consistent, and accurate way that reaches and engages UM students.
- Promote SCC workshops and groups in a monthly Instagram post.
- Collaborate with SCC and Communications staff in relation to social media strategy and content development.
- Analyze likes, comments, shares, followers gained/lost to determine our reach on social media and provide a monthly analytics report.
- Respond to direct messages with appropriate information or referrals with guidance from SCC staff.
- Liaise with other university departments/faculties to promote various content on social media.
- Plan and assist with theme weeks related to mental health, advocacy or related causes.
- Respond to and coordinate Instagram Takeovers with other UM departments.
- In person tabling at UM events to promote SCC services.
- Other duties as required.

Competencies/Skill and Learning Outcomes:

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.

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 successful completion.

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.

Job Requirements:

Qualifications and skills:

- Interest in mental health, campus wellness, Psychology, Social Work or systems therapy.
- Commitment to the principles of EDI, inclusion and representation.
- Ability to discern evidence based, research supported sources while also recognizing grassroots perspectives and lived experience.
- Ability to maintain confidentiality and boundaries both on social media and in person.
- Model a strong desire to succeed by demonstrating adaptability to achieve goals.
- Interested in social media marketing & communications. Experience in running social media campaigns and pulling up analytics reports, etc. with demonstrated successes is an asset.
- Excellent verbal and written communication and interpersonal skills required.
- Proficiency in Microsoft programs (e.g. Excel, Word, PowerPoint, etc.)
- Conducts oneself in a positive and professional manner.
- Ability to work effectively both independently and in a team environment required. Willingness to consult as needed.
- Demonstrates strong organizational and time management skills.
- The applicant should possess a professional, friendly, helpful and outgoing attitude.

Hours of work: 5-10 hours per week with flexible scheduling.

Salary: Wage: \$15.50 per hour

Start/End Date: 09/15/2023- 03/01/2024

Social Media Assistant (66149)- Price Faculty of Engineering

Job Location: Price Faculty of Engineering - Fort Garry Campus

Job Description:

Reporting to the Department Administrator and liaising with the faculty Communications and Engagement Lead, the Social Media Assistant will be responsible for overseeing a variety of content creation and data analysis projects that will help inform our recruitment/communication processes, develop new goals, and increase the effectiveness of social media and promotional campaigns for the department of Electrical and Computer Engineering in the Price Faculty of Engineering.

The successful candidate will support the Department of Electrical & Computer Engineering (ECE) to increase the profile of Research and the Graduate Programs of ECE with the goal of increasing enrollment of graduate students to the programs. The incumbent will prepare and maintain content for the department website, including engaging with researchers to obtain website content materials. They will also create marketing materials, improve the look and feel of existing presentations, and write engaging content for the website and social media accounts. The successful student will be responsible for generating new and innovative marketing ideas that will appeal to senior undergraduate and recent graduate students in related fields of study.

Competencies/Skill and Learning Outcomes:

- Problem solving skills: use problem solving strategies to identify and resolve problems, issues and determine solutions
- Teamwork: actively contribute to team projects and tasks; fulfils required roles, participates in discussion to improve effectiveness
- Written communication: write reports and recommendations that are logically structured and contain all relevant information
- Planning and organizing: effectively apply organizing and planning skills to manage work, proactively plans and manages work, and monitors results through to successfully complete plans
- Analysis and research: gather relevant data and organize information in a logical manner, collect primary data and assist in carrying out surveys and focus groups
- Digital technology skills: demonstrate in-depth knowledge of computer software and information technology systems
- Personal management: demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace, embrace new opportunities, learn continuously, identify importance in each job/task

Job Requirements:

- The successful candidate will have high levels of energy, be creative and flexible, and will be willing to take initiative to present a range of ideas on how to market the program to potential students.
- Strong written communication skills, excellent grammar, and attention to detail
- Good understanding of social media best practices and etiquette

- Effective time management, prioritization, and organizational skills
- Versatile and competent in working either independently or as part of a team with the ability to take initiative and make recommendations on how to market the program to potential students.
- Experience in copy writing, 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 preferred.
- Ability to represent the Price Faculty of Engineering and the University of Manitoba in a polished and professional way.
- Experience in marketing/promotions, either professionally or in volunteer/student group settings
- Videography/video editing an asset

Salary: \$18.00 per hour

Start/End Date: 09/25/2023- 03/01/2024

Social Media Assistant (66200) - Office of the Vice President Indigenous

Job Location: Various

Job Description:

- Works as part of a team on the Indigenous Circle of Empowerment (ICE) Instagram account which includes engaging the audience, responding to messages, and sharing relevant information.
- Use Canva to create clear, meaningful content and graphics.
- Create posts, stories, and reels on all activities ICE is involved in, including weekly meetings, volunteer events, cultural events, all activities surrounding the capstone project, etc.
- Create posts, stories, and reels to highlight the Indigenous student leaders in the Indigenous Circle of Empowerment student leadership development team.
- Engage with guest speakers, students, and facilitators to create more meaningful content.
- Share important info and stories in a clear and consistent way that will engage students, staff, and faculty at the University of Manitoba and the greater community. A particular focus will be on future ICE members.
- Collaborate with the Director of the Indigenous Leadership Programming team with relation to social media strategy and content development.
- Analyze likes, comments, shares, followers gained/lost to determine our reach on social media and provide a weekly analytics report.

Competencies/Skill and Learning Outcomes:

- Liaise with other university departments/faculties to promote various content on social media.
 - 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.
 - 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.
 - Effectively apply organizing and planning skills to manage work.
 - Work effectively to complete deadlines when under pressure.
 - Proactively plans and manages work; monitors results through to successfully complete plans.
- Analysis and Research.
- Gather relevant secondary data and organize information in a logical manner Digital technology skills
 - Performs basic computer tasks, such as creating documents, saving files, and sending email.
 - Design content and a wide range of software skills.
- 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:

- Completion of a high school or equivalent program of study in directly related applied communications skills.
- An acceptable combination of education and experience will be considered.
- Experience creating social media content for an institutional account.
- Demonstrate knowledge of the characteristics, needs and experiences of university students.
- Demonstrated initiative, creativity, and problem-solving skills required.
- Write and create clear and concise communications, including but not limited to reports, captions, and graphics.
- Exceptional understanding of Instagram, Instagram analytics, and Canva.
- Contribute to a positive team culture within the unit, including working collaboratively with others and paying attention to how the team supports its' members.
- Demonstrate empathy: perceive, evaluate, and effectively respond to emotions in others; show sensitivity and understand others' perspectives.
- Demonstrate adequate understanding of the complexity of elements important to members of another culture in relation to history, values, religion, politics, communication styles, economy, or beliefs and practices.
- Use inclusive, respectful language in all communication.
- Identify when and with whom to implement appropriate crisis management and intervention responses, including awareness of campus resources and processes.
- Maintain an appropriate degree of confidentiality that follows applicable legal requirements, facilitates development of trusting relationships, and recognizes when confidentiality should be broken to protect the student or others.

Salary: \$16.00/hour

Start/End Date: 09/18/2023 - 03/01/2024

Social Media Assistant (65726) - Extended Education

Job Location: Access Program

Job Description:

The successful candidate will support the social media and outreach activities of the Access Program to increase awareness of the Access Program. Reporting to the Area Coordinator, the Social Media Assistant will be primarily responsible for increasing the effectiveness of the Access Program's social media presence by preparing and publishing social media content and creating new opportunities for increased profile engagement. In addition, the successful candidate will support the Program's recruitment campaigns and outreach activities.

Location: multiple locations, including on-campus (Migizii Agamik and across UM campuses), and off-campus (Winnipeg and communities across Manitoba)

Hours: The Social Media Assistant will work an average of 5 hours per week, ranging from 0-10 depending on programming. Specific hours needing to be worked will change from week to week.

Social Media Engagement

- Assist in the development of an annual Access Program social media strategy.
- Administer the Access Program social media channels, such as Facebook, Twitter and Instagram.
- On a daily basis, prepare and publish social media content that promotes the Access Program and supports increased online community engagement.
- Monitor student conversations on social media and respond to any comments or questions on the social media channels in a timely and professional manner.
- Attend campus events, shoot photographs and/or video, and put together timely posts to go live on the social media channels.
- Track weekly social media metrics and prepare reports in coordination with goals and benchmarks.
- Propose and initiate engagement with new social media activities to Access Program leadership.
- Attend bi-weekly meetings with Access staff to coordinate efforts and ensure a variety of events and initiatives are covered.

Recruitment

- Assist with promoting the Access Program at virtual and in-person events, presentations, and other recruitment initiatives at the University of Manitoba and across communities in Manitoba.
- Coordinate and deliver virtual and on-campus visits and tours for individual families and school groups.
- Assist with the recruitment of student volunteers to serve as student ambassadors.

Outreach

- Research and share relevant community events and opportunities for training, learning, funding, and volunteering for Access students.
- Connect with students' associations and other relevant groups on campus to promote the Access Program.

Other

- Manage time and log hours worked/tasks throughout the week.

Competencies/Skill and Learning Outcomes:

Written Communication

- Condense information/produce concise summary notes accurately with correct grammar, punctuation and spelling.
- Adapt writing style in consideration of different audiences.

Team Work

- 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

- Model a strong desire to succeed by demonstrating adaptability to achieve goals.

Planning and Organizing

- Effectively apply organizing and planning skills to manage work.
- Work effectively to complete deadlines when under pressure.
- Proactively plan and manage work; monitor results through to successfully complete plans.

Analysis and Research

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

Digital technology skills

- Perform basic computer tasks, such as creating documents, saving files, and sending email.
- Design content and a wide range of software skills.

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:

- Current enrollment as a full-time student at the University of Manitoba is required.
- Must have satisfactory academic standing (minimum 2.0 GPA).
- Experience, education, or training working with Indigenous communities is strongly preferred.
- Experience with the Access Program is preferred.
- Works independently, showing self-motivation and initiative.
- Assesses situations and determines appropriate action.
- Experience creating social media content in an organizational setting, either professionally or in volunteer/student group settings preferred.
- Personally active on social media, must have experience with Facebook, Twitter, and Instagram.
- Good understanding of social media best practices and etiquette.
- Outgoing personality; must be comfortable approaching students and staff.
- Strong written communication skills, excellent grammar, and attention to detail

Salary: \$17

Start/End Date: 09/25/2023 - 03/01/2024

Student Social Media Assistant (65762) - Marketing and Brand

Job Location: 200-137 Innovation Drive

Job Description:

Duties:

- Under the guidance of the Marketing and Brand Office, the successful candidate will provide a student-accessible perspective to UM's student social media channels
- Maintain the UM student voice, to be used consistently in all social media communications
- Administer the student social media channels, including Facebook, Twitter and Instagram and the UM TikTok 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 and Brand team 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/Skill and Learning Outcomes:

Written communication

- Adapt writing style in consideration of different audiences.

Teamwork

- Actively contribute to team projects/tasks; fulfills 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, Instagram and TikTok
- Good understanding of social media best practices and etiquette
- Strong written communication skills, excellent grammar and attention to detail
- Outgoing personality; must be comfortable approaching students and staff
- Ability to work both independently and with a team
- Creative thinker with an eye for detail
- Highly visual creative interest with strong photography and video skills
- Ability to multi-task many small tasks at once
- Ability to represent the University of Manitoba in a polished and professional way
- Interest in pursuing a career in marketing and /or communication an asset

Other:

- Must be available after normal business hours
- Applicants may be required to provide a work sample
- Must have smart phone and/or wifi-enabled mobile device

Salary: \$16.47 per hour

Start/End Date: 09/25/2023 - 03/01/2024

Social Media Assistant (65758)- Department of German & Slavic Studies

Job Location: Fletcher Argue with some remote

Job Description:

Department of German and Slavic Studies Social Media Assistant.
Part-Time 4 hours/week, flexible schedule between Monday - Friday.
Hourly wage: \$ 18/hour

Duties will include

- Providing information to the University community and local community on the German and Slavic Programs/ Exchange Opportunities/ Language Learning
- Assisting in the management of the department social media accounts which includes engaging the audience, responding to messages, researching material, updating posts, building connections with the campus community and local community and sharing relevant information
- Sharing important information in a clear, consistent, and accurate way that reaches UM students
- Using Canva to create clear, meaningful content and graphics
- Using Later to schedule posts
- Analyzing likes, comments, shares, followers gained/lost to determine our reach on social media and provide weekly or monthly analytics reports
- Assisting with the organization of promotional and social events, on campus and off-campus
- Assisting in community consultations and outreach

Competencies/Skill and Learning Outcomes:

PRESENTATION SKILLS:

- Facilitates presentations of advanced information customized to the interests and needs of the audience

PLANNING AND ORGANIZING:

- Effectively applies organizing and planning skills to manage work
- Works effectively to complete deadlines when under pressure
- Proactively plans and manages work; monitors results through to successfully complete plans

ANALYSIS AND RESEARCH:

- Gathers relevant secondary data and organize information in a logical manner

TEAMWORK:

- Actively contributes to team projects/tasks; fulfils required roles, participates in discussion to improve effectiveness
- Demonstrates respect and care. Is open and supportive of the thoughts, opinions, and contributions of others.

WRITTEN COMMUNICATION:

- Condenses information/produce concise summary notes accurately with correct grammar, punctuation and spelling
- Writes letters and reports that are logically structured and contain all the relevant information
- Adapts writing style in consideration of different audiences.

LEADERSHIP:

- Models a strong desire to succeed by demonstrating adaptability 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

DIGITAL TECHNOLOGY SKILLS:

- Performs basic computer tasks, such as creating documents, saving files, and sending email
- Designs content in a wide range of software skills

Job Requirements:

The department of German and Slavic Studies Social Media Assistant will be a current student at the University of Manitoba working towards completion of a degree or diploma program. We are looking for candidates that have a strong interest in promoting language learning and learning about other cultures. The ideal candidate should have experience creating social media content and, exceptional understanding of social media and their analytics. They will contribute to a positive team culture within the unit, including working collaboratively with others. They must have the ability to use inclusive, respectful language in all communication, and demonstrate adequate understanding of the complexity of elements important to members of other cultures in relation to history, values, religion, politics, communication styles, economy, or beliefs and practices. Further skills and qualifications include strong written and oral communication skills, strong organizational skills, and the ability to work independently to prioritize tasks and a keen interest in helping students. Preference will be given to students registered in German and Slavic Studies courses.

Salary: 18.00

Start/End Date: 09/18/2023 - 03/01/2024

Oskapewis (66125)- Office of the Vice President Indigenous

Job Location: 107 Administration Building, 66 Chancellors Circle

Job Description:

The Oskapewis will work with the Director of Cultural Integration and Cultural Integration team assisting and supporting cultural and ceremonial events, outings and activities. They will support work at the Sweat Lodge at UM, provide support for Elders Circles, work with traditional plant medicines and provide support for cultural sessions.

Competencies/Skill and Learning Outcomes:

Written Communication

- Summarize meeting notes in a concise manner,
- Write brief project summaries and reports,
- Create content for social media.

Oral Communication

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

Teamwork

- Actively contribute to team projects and tasks,
- Participate in discussions to improve effectiveness,
- Demonstrate respect and care and be supportive of thoughts, opinions, and contributions of others,
- Accept and share responsibility.

Leadership

- Take initiative in leading and supporting students to achieve goals,
- Accept responsibility for decisions and have a positive attitude,
- Be open to learn, develop and share diverse cultural knowledge and skills.

Digital Technology Skills

- Performs basic computer tasks, such as creating documents and sending emails,
- Create social media content.

Presentation Skills

- Present information to one or more people with clarity, with the ability to respond to questions in a timely manner using appropriate resources.

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 with a minimum GPA of 2.0,

- Full time student during the 2023-2024 school year (9 credit hours each for fall/winter terms),
- Should have an interest in working with Indigenous culture, ceremony and students in all levels of study,
- Must be organized and timely,

- Must be friendly, have excellent customer service and basic computer skills,
- Must be a self-starter and able to work independently,
- Must be available to work occasional evening or weekends, flexible hours,
- THIS POSITION IS DESIGNATED FOR INDIGENOUS CANDIDATES. APPLICANTS MUST SELF-DECLARE ON THEIR COVER LETTER/RESUME AS INDIGENOUS (FIRST NATION, METIS AND/OR INUIT)

The University of Manitoba is strongly committed to equity and diversity within its community and especially welcomes applications from women, racialized persons, Indigenous peoples, persons with disabilities, persons of all sexual orientations and genders, and others who may contribute to the further diversification of ideas.

If you require accommodation support during the recruitment process, please contact UM.Accommodation@umanitoba.ca or call 204-474-7195. All qualified candidates are encouraged to apply; however Canadian citizens and permanent residents will be given priority."

Salary: 16.00/hour

Start/End Date: 09/18/2023 - 03/01/2024

Student Social Media Assistant (65900) - Faculty of Arts

Job Location: Centre for Creative Writing and Oral Culture

Job Description:

Assisting the director of the Centre for Creative Writing and Oral Culture, Dr. Jocelyn Thorpe, with promoting the Centre and its events through social media. Flexible schedule between Monday - Friday. Part-time approximately 4 hours per week.

Job Duties:

- Administer the Centre's social media channels
- Attend the Centre's events, take photographs and video to post on the social media channels
- Promote the Centre's initiatives on social media channels
- Respond to any comments or questions on the social media channels in a professional and timely manner
- Track social media metrics, coordinate data, and prepare reports
- Log hours worked and tasks worked on throughout the week
- Other duties and project work as assigned

Competencies/Skill and Learning Outcomes:

1. Written Communication - Condense information/produce concise summary notes accurately with correct grammar, punctuation and spelling.
2. Oral Communication - Ask and answer questions, clarify, and summarize what others are communicating.
3. Teamwork - Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback.
4. Personal Management - Demonstrate professionalism, embrace new opportunities, learn continuously, and identify importance in every job/task.
5. Planning and Organizing - Work effectively to complete deadlines when under pressure. Effectively apply organizing and planning skills to manage work

Job Requirements:

Strong written communication skills required.

- Strong attention to detail required.
- Good understanding of social media best practices and etiquette required.
- Effective time management and organizational skills.
- Versatile and competent in working independently and as part of a team.
- Proficiency with Windows Microsoft Office suite of programs (i.e., Word and Excel).
- Proficiency using social media platforms
- Ability to represent the Centre for Creative Writing and Oral Culture and the University of Manitoba in a polished and professional way.
- Must be registered as an active, full-time student in good standing at the University of Manitoba
- 3rd year of 4th year undergraduate student or graduate student in Fall & Winter terms
- Satisfactory work records, including satisfactory attendance and punctuality.
- Preference will be given to University of Manitoba Faculty of Arts students

The University of Manitoba is strongly committed to equity and diversity within its community and especially welcomes applications from women, racialized persons, Indigenous peoples, persons with disabilities, persons of all sexual orientations and genders, and others who may contribute to the further diversification of ideas.

If you require accommodation support during the recruitment process, please contact UM.Accommodation@umanitoba.ca or call 204-474-7195. All qualified candidates are encouraged to apply; however Canadian citizens and permanent residents will be given priority.

Salary: 16.00/hour + vacation pay

Start/End Date: 10/02/2023 - 03/01/2024

Student Services

Junior Intake Assistant (65787) Student Accessibility Services

Job Location: 520 UMSU University Centre

Job Descriptions:

- 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
- Completes tasks as assigned by the Intake Assistant

Competencies / Skills and Learning Outcomes:

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 system.

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 Requirement:

- Excellent interpersonal skills (verbal and written)
- Ability to work in a confidential and professional office
- Can work independently and as part of a team
- Experience working with people with disabilities
- Can take direction
- Adapt to a busy and, at times, stressful environment
- Punctual
- Experience with computer software or technical applications of software would be an asset

Salary: 15.75

Date Range: 09/18/2023 03/01/2024

Invigilator (65789)- Student Accessibility Services

Job Location: 155 UMSU University Centre

Job Description:

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

Competencies/Skill Outcomes:

- Must have general understanding of working with people with disabilities
- Willing to travel to Bannatyne Campus
- Must be client-focused and service oriented.
- Punctual.
- Demonstrated excellent communication and organizational skills, and an ability to transmit and receive information accurately.
- Demonstrated ability to listen and efficiently assist clients with problems.
- Ability to follow instructions and to work independently and as part of a team.
- Ability to act in an acceptable manner so as not to disrupt students writing the exams.

Job Requirement:

- Must be in the 3rd or 4th year of their program or have completed at least one degree.
- Available for flexible hours (*including evenings and weekends)
- Must be available to work during peak periods October, December, February and April

Salary: 15.75

Date Range: 09/18/2023 03/01/2024

Student Program Assistant (65985)- International Centre

Job Location: International Centre

Job Description:

The International Centre (IC) offers a variety of services to domestic and international U of M Students including International Student Orientation and welcoming programs, workshops, International Student Advising and Intercultural Programs.

The IC requires one Student Program Assistants (SPA) to help with a variety of administrative support for our Advising & Transition programs, including International Student Orientation, our Intercultural Programs, workshops, and events.

By participating in IC Orientation programming, SPAs will provide transition support and welcome incoming international students.

The SPAs would be required to gather feedback and input from existing international students on campus to create and offer events and workshops that students are interested in attending and that build connections in the international student community.

Programs & Events (75%)

- Assist in the planning, coordinating and delivery of the Intercultural Programs at the IC (e.g. MP & LE)
- Participate in the organization and promotion of International Student Orientation and events (e.g. International Student Orientation, workshops)
- Plan, coordinate and lead a variety of student events and activities throughout the year, on campus (e.g. Summer conversation group, Bisons games)
- Participate in special events (e.g. Head Start, All About U Expo) and staffing information booths providing information on IC programs, events and services
- Assist in the recruitment and managing of volunteers ----and help create scripts and task lists to lead the volunteers
- Assist in the handling of program participants' registration, ensuring confidentiality of candidates' information & documents
- Help with assessing applications and with preparation for selection meetings, process application decisions, sort documents,
- update files and computer records, phoning, emailing, filing etc.
- Ensure accurate data entry of arrival forms and collating documents
- Prepare letters of recognition/certificates for participants in programs
- Provide administrative support as delegated
- Distribute and display print promotional materials
- Work with UM student groups to both promote IC activities and recruit volunteers and participants
- Interact on IC & UM social media channels to promote upcoming IC events.

Reception/Front desk (25%)

- Welcome students, UM staff and visitors to the IC
- Provide direct assistance to students, UM staff and visitors (in person, telephone & email)
- Schedule appointments, make referrals on and off campus
- General clerical duties including filing, data entry, creating spreadsheets, and using office databases

Competencies/Skill and Learning Outcomes:

1. Written Communication - Write letters and reports that are logically structured and contain all relevant information.
2. Oral Communication Communicate with others using a variety of communication strategies to negotiate, mediate, resolve difficult issues and sell ideas.
3. Teamwork - Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback.
4. Leadership - Take initiative in leading, supporting and motivating others in developing individual skills or tasks to achieve goals.
5. Presentation skills - Prepare and present advanced information with clarity with the ability to respond to questions in a timely manner

Job Requirements:

Qualifications:

- Full-time student during the 2022-2023 school year (9 credit hours each for Fall/Winter terms unless there is an accommodation).
- Returning to full-time study in Fall 2023 - Winter 2024
- 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 Word, Power Point and Excel are required
- Knowledge and proficiency in social media platforms required
- Interest in pursuing international experience is required

Experience

- Previous experience in planning and organizing events would be an asset
- Prior participant or work experience with an IC program is desired but not essential
- Previous experience working in a clerical/office setting would be an asset
- Previous experience working or volunteering at UM events preferred/asset
- Previous travel and/or cross cultural experience is recommended
- Involvement with volunteer organizations or non-governmental organizations is 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, and respect for confidentiality
- •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

- 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
- Event/program planning ability would be an asset

Salary: \$15.00

Start/End Date: 09/18/2023 - 03/01/2024

Junior Confidential Intake Assistant (65911) - Student Advocacy and Case Management

Job Location: 520 UMSU University Centre

Job Description:

- 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 as assigned by the Confidential Intake Assistant

Competencies/Skill and Learning Outcomes:

Oral Communication

- Answer questions, clarify and summarize what others are communicating in a supportive and respectful way.

Written Communication

- Provide information (via email) in an accurate, 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 system.

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 collaboratively as part of a team
- Can take direction

Salary: \$15.75/hour + vacation pay

Start/End Date: 10/02/2023 - 03/01/2024

Student Educator (2, 65961)- Office of Human Rights and Conflict Management

Job Location: Office of Human Rights and Conflict Management

Job Description:

Student Educator - Part-time (10 hours/week), flexible schedule between Monday and Friday. Hourly wage:

Reporting to the Human Rights and Conflict Management Officer, the Student Educator will:

- Provide education to the University community on *the Respectful Work and Learning Environment Policy, the Sexual Violence Policy and the Disclosures and Complaints Procedure*;
- Assist with presenting to students;
- Assist with the development and research of student-relevant educational tools, resources, and education delivery methods on issues of diversity, equity, and human rights;
- Update and improve existing Office of Human Rights and Conflict Management presentations;
- Assist in community consultations and outreach; and
- Assist in project development that furthers the University's commitment to creating a safe and respectful work and learning environment.

Competencies/Skill and Learning Outcomes:

1. PRESENTATION SKILLS: Prepare and facilitate interactive presentations of advanced information customized to the interests and needs of the audience.
2. PLANNING AND ORGANIZING: Proactively plans and manages work; monitors results through to successfully complete plans.
3. TEAMWORK: Demonstrates respect and care. Is open and supportive of the thoughts, opinions, and contributions of others. Actively contributes to team projects/tasks; fulfils required roles; participates in discussion to improve effectiveness.
4. WRITTEN COMMUNICATION: Adapts writing style in consideration of different audiences.
5. LEADERSHIP: Models a strong desire to succeed by demonstrating adaptability to achieve goals.
6. PERSONAL MANAGEMENT: Demonstrates professionalism in recognizing expectations in work culture to maximize success in the workplace. Embraces new opportunities, learns continuously, and identifies importance in every job/task.
7. DIGITAL TECHNOLOGY SKILLS: Performs basic computer tasks, such as creating documents, saving files, and sending email.

Job Requirements:

MINIMUM FORMAL EDUCATION/TRAINING -The Student Educator will be a current student at the University of Manitoba working towards completion of a degree or diploma program. Preference shall be

given to candidates with demonstrated experience or education in human rights, conflict management, anti-racism, social work, Indigenous studies, or a related field. Students from the Bannatyne, William Norrie, and Northern campuses are encouraged to apply.

EXPERIENCE - Experience working with and/or promoting diversity, applying human rights concepts and in public speaking/delivering presentations. Experience working with people who have been affected by trauma (for example sexual violence). An acceptable equivalent combination of education and experience may be considered.

SKILLS AND ABILITIES - Ability to work with a diverse and broad spectrum of University employees and students. Ability to keep sensitive matters confidential. Familiarity with the University of Manitoba. Knowledge of University policies and procedures, including the Respectful Work and Learning Environment Policy, Sexual Violence Policy, and Disclosures and Complaints Procedure. Demonstrated interest in human rights, conflict management and equity work/education.

Salary: \$ 20/hour.

Start/End Date: 09/06/2023- 03/01/2024

RO Student Services Assistant (66103)- Registrar's Office

Job Location: 400 UMSU University Centre

Job Description:

This position supports many different functions within the Registrar's Office, including providing direct customer service to students via email, phone and in-person services. The incumbent is responsible for triaging general questions, problem solving registration issues and system access issues, answering registration and fees assessment questions, and providing documentation to students (such as graduation letters, transcripts, and enrolment verification letters). The unit also issues UM student and staff cards, and coordinates special events such as convocation and pop-up ID stations.

The position requires excellent customer service skills, a keen understanding of the student lifecycle, and extensive knowledge of the Registrar's Office services, procedures, policies and protocols.

Competencies/Skill and Learning Outcomes:

- Written communication:
 - Communicate effectively via email with colleagues and supervisor.
 - Respond to email inquiries with accuracy and efficiency. Ability to adapt writing style in consideration of different audiences.
- Oral communication:
 - Use open communication with students, coworkers and supervisors.
 - Ability to answer a wide range of questions, and ask clarifying questions to ensure responses are timely and accurate.
 - Communicate with others using a variety of communication strategies to negotiate and resolve difficult issues.
- Teamwork:
 - Accept and share responsibility with coworkers.
 - Actively contribute to team projects/tasks as needed by different team members.
 - Participate in discussions to improve effectiveness.
- Technical skills:
 - Performs basic computer tasks, such as creating documents, saving files, and sending emails.
 - Consume and disseminate information by leveraging Microsoft Teams, Outlook, UM website and Intranet.
 - Demonstrate in depth knowledge of computer software and information technology systems.
- Professional development
 - Develop interpersonal skills while working with a diverse population.
 - Follow university protocols to ensure the effective delivery of the unit's services.

Job Requirements:

- Strong interpersonal skills, and a keen interest in helping students.
- Ability to work with a diverse and broad spectrum of university students, staff, faculty, and alumni.
- Exceptional written and oral communication skills.
- Demonstrated ability to prioritize multiple tasks with strong organizational skills, and great attention to detail.

- Solve problems and effectively make good decisions.
- Proficient use of Microsoft Office, Teams, Outlook.
- Basic knowledge of university's policies and procedures.
- Ability to maintain privacy and confidentiality of all communications and records, according to PHIA/FIPPA regulations.
- Knowledge and experience using Aurora Student.
- Ability to work independently and in a team environment.
- A desire to join a dedicated team and work in a professional and confidential work environment.
- Preference will be given to a students with experience working in a customer service setting.

Salary: 15.75

Start/End Date: 08/28/2023 - 03/01/2024

Human Resources Student (65964)- Human Resources

Job Location: Fort Garry Campus

Job Description:

Human Resources is looking for a student to work alongside the HR Client Services team to complete projects including, but not limited to:

- digitization of HR personnel files
- assisting with coverage of the HR reception desk
- other duties as assigned

Competencies/Skill and Learning Outcomes:

During your time with HR you can expect:

- Responsibility on individual assignments
- Opportunity to work with many different clients and internal HR staff
- Opportunity to gain experience in:
 - scanning and archiving
 - working within a HRIS system
 - customer service skills

Job Requirements:

We are looking for someone with the following qualifications:

- Enrolled in Post-secondary program at the University of Manitoba with a minimum of 18 credit hours
- Strong verbal and written communication skills required
- Proficiency in Microsoft Word, Excel and Outlook
- Experience using Office 365 products and Microsoft Teams preferred
- Hours and schedule are flexible and will be negotiated

Salary: 17.00 per hour

Start/End Date: 10/02/2023 - 03/01/2024

Peer Involvement Advisor (66133) - Student Life

Job Location: Fort Garry Campus

Job Description: Peer Involvement Advisors (PIAs) work alongside the Student Life team to assist students in finding new and exciting opportunities to get involved on campus. PIAs meet one-to-one with other students to encourage growth, engage in reflective conversations about experiential learning, and demonstrate how to use tools like the Experience Catalogue and UMConnect. PIAs also assist with outreach and engagement by promoting services during campus events, planning and hosting community activities, and creating connections with various programs and student groups on campus.

Duties will include:

- **Peer involvement advising**
 - Meet one-on-one with UM students to help them discover opportunities for getting involved on campus based on their individual needs
 - Assist students in navigating the Experience Catalogue and UMConnect including finding experiences, accessing records, and adding experiences to their records
 - Maintain confidential notes for all Peer Involvement Advising meetings that adheres to institutional privacy policies and FIPPA/PHIA
- **Outreach and promotion**
 - Promote PIA services, the Experience Catalogue, the Experience Record, and Student Life programs by participating in university-wide events (e.g. service announcements or tabling at Orientation)
 - Co-facilitate service presentations for groups and programs that offer opportunities for student involvement or experiential learning on campus
 - Plan and organize casual / drop-in events for students to promote Peer Involvement Advising services, demonstrate experiential learning activities, and/or create community spaces that highlight experiential learning
- **Program support and admin**
 - Assist with the development and maintenance of user guides, instruction manuals, and other program materials
 - Create and maintain contact lists for future communications and outreach efforts
 - Assist with monthly data reporting and record maintenance
- **Other**
 - Engage in ongoing training and personal/professional development during work hours
 - Answer the Student Life/Connection Desk phone line and support community members with their inquiries
 - Assist with coverage at the front desk and Connection Desk, when needed
 - Specific or additional projects could be determined based on interests / experience / skill
 - Other duties as assigned

On campus / in person, 5-10 hours per week

Note that some evening and weekend work may be required.

Competencies/Skill and Learning Outcomes:

Verbal Communication

- Ask and answer questions, clarify, and summarize what others are communicating
- Provide clear explanations and directions

Written Communication

- Summarize information, write documentation and reports that are logically structured, and adapt writing style in consideration of audience

Presentation Skills

- Present information to one or more people using appropriate resources, vocabulary, and non-verbal language

Planning and organizing

- Effectively apply organizing and planning skills to manage work
- Work effectively to complete deadlines when under pressure

Personal Management

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

Problem Solving

- Anticipate the unexpected and respond quickly to sudden changes in circumstances
- Use problem solving strategies to identify and resolve problems, issues and determine solutions.

Job Requirements:

Eligibility

- Have proof of a 2023-2024 government student aid package of at least \$2,000; or, proof of 2023-2024 Indigenous band sponsorship, Metis Nation post-secondary funding, or disability funding.
- Be registered at the University of Manitoba as a full-time undergraduate or graduate student in both terms (Fall 2023 and Winter 2024).
- Have achieved a satisfactory academic standing with a minimum 2.0 institutional grade point average in their previous academic session (not applicable for new UM students).
- Be residing in Manitoba throughout the Work-Study employment term.

Experience

- Strong knowledge of campus resources, services, and activities is required
- Previous involvement in campus activities or experiential learning opportunities is an asset
- Previous experience in a helping, coaching, or mentoring role is an asset
- Previous experience working in a clerical/office setting is an asset

Skills

- Exceptional interpersonal and customer service skills
- Excellent verbal and written communication skills
- Effective time management and organizational skills
- Effective meeting and record keeping skills

Abilities

- Work independently and take initiative
- Work collaboratively as part of a team

- 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 range of backgrounds
- Maintain privacy and confidentiality of all communications and records, to the extent protected under the law and statements of ethical practice
- Be an exemplary student leader among student leaders, and represent the University of Manitoba with the highest level of professionalism at all times
- The University of Manitoba is strongly committed to equity and diversity within its community and especially welcomes applications from women, racialized persons, Indigenous peoples, persons with disabilities, persons of all sexual orientations and genders, and others who may contribute to the further diversification of ideas.

If you require accommodation support during the recruitment process, please contact UM.Accommodation@umanitoba.ca or call 204-474-7195. All qualified candidates are encouraged to apply; however Canadian citizens and permanent residents will be given priority.

Salary: \$15/hour + 11% vacation pay

Start/End Date: 09/18/2023 - 03/01/2024

Student Ambassador (66057)- Desautels Faculty of Music

Job Location: Faculty of Music

Job Duties:

The Student Ambassador will represent the Desautels Faculty of Music at on-campus recruitment events and initiatives, and will help promote the music programs to prospective high school students in domestic, international and Indigenous markets.

The Desautels Faculty of Music oversees a number of recruitment events and tours during the calendar year. The Student Ambassador must be available to attend all of these events, ranging from 2-7 hours per event depending on programming.

Reporting to the Admissions and Recruitment Coordinator, the Student Ambassador will assist with the following:

- Deliver on-campus tours for individual families and school groups
- Attend on-campus events and other recruitment initiatives offered by DFOM and UM
- Answer questions from prospective students about study, life and experience at DFOM and UM
- Help students and parents find the right information and contact details for the DFOM and UM
- Recruit student volunteers to help with on-campus events and other recruitment initiatives

Job Competencies/Skill and Learning Outcomes:

- 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.
- Presentation skills: Present basic information to one or more people using appropriate resources, vocabulary, and non-verbal language.
- Personal Management: Anticipate the unexpected and respond quickly to sudden changes in circumstances.

Job Requirements:

- Enrolled as a current DFOM student at the University of Manitoba and registered in a minimum of 18 credit hours during the academic year.
- Must be in good academic standing (minimum of 3.0 GPA)
- Demonstrates a passion for music on their social media platform(s).
- Must be friendly, outgoing, and approachable
- Exceptional interpersonal and customer service skills
- Work independently and be a motivated self-starter
- Work collaboratively as part of a team
- Effective time management and organizational skills

Salary: \$15.30/hour

Start/End Date: 10/02/2023 - 04/30/2024

Student Ambassador (66066)- School of Art

Job Location: School of Art

Job Description:

The Student Ambassador will represent the School of Art at on-campus recruitment events and initiatives, and help promote the fine arts programs to prospective high school students in domestic, international and Indigenous markets.

The School of Art oversees a number of recruitment events and tours during the calendar year. The Student Ambassador must be available to attend all of these events, ranging from 2-7 hours per event depending on programming.

Job Duties:

Reporting to the Admissions and Recruitment Coordinator, the Student Ambassador will assist with the following:

- Deliver on-campus tours for individual families and school groups
- Attend on-campus events and other recruitment initiatives offered by SOA and UM
- Answer questions from prospective students about study, life and experience at SOA and UM
- Help students and parents find the right information and contact details for the SOA and UM
- Recruit student volunteers to help with on-campus events and other recruitment initiatives

Competencies/Skill and Learning Outcomes:

- 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.
- Presentation skills: Present basic information to one or more people using appropriate resources, vocabulary, and non-verbal language.
- Personal Management: Anticipate the unexpected and respond quickly to sudden changes in circumstances.

Job Requirements:

- Enrolled as a current SOA student at the University of Manitoba and registered in a minimum of 18 credit hours during the academic year.
- Must be in good academic standing (minimum of 3.0 GPA)
- Demonstrates a passion for arts and culture on their social media platform(s).
- Must be friendly, outgoing, and approachable
- Exceptional interpersonal and customer service skills
- Work independently and be a motivated self-starter
- Work collaboratively as part of a team
- Effective time management and organizational skills

Salary: \$15.30/hour

Start/End Date: 10/02/2023 - 04/30/2024

Guest Experience Assistant (66081)- Recreation Services

Job Location: 145 Frank Kennedy Centre

Job Description:

- Assists with departmental email account in evenings and weekends for quick member response.
- Troubleshoots and resolves customer issues promptly.
- Helps with member onboarding and addresses questions at the point of purchase.
- Provides information on options to enhance user experience (e.g., group fitness, PT, sauna).
- Connects new members with Fitness Attendants for a smooth start.
- Welcomes evening program participants and guides them to their class.
- Assists with data entry as needed.
- Conducts hourly facility counts of our facility.
- Conducts facility tours for new members and promotes memberships/programs.
- Sends push notifications for closures or last-minute cancellations (e.g., evening/weekend programs or pool fouling).
- Represents Recreation Services professionally at evening and weekend events (e.g., orientation, free week).
- Performs other assigned duties.

Competencies/Skill and Learning Outcomes:

Written Communication

- Condense and summarize information with proper grammar and spelling.

Oral Communication

- Ask and answer questions, provide clear explanations, and summarize others' communication.

Leadership and Presentation Skills

- Initiate, support, and motivate others to achieve goals and develop individual skills.
- Deliver information effectively using appropriate resources, vocabulary, and non-verbal language.

Planning and Organizing

- Effectively manage work, meet deadlines under pressure, and proactively plan and monitor progress.

Analysis and Research

- Gather and organize relevant data, conduct surveys, and analyze samples for research.

Digital Technology Skills

- Perform basic computer tasks and demonstrate in-depth knowledge of Microsoft Office applications.

Personal Management

- Embrace new opportunities, continuously learn, and adapt to unexpected changes in the workplace.
- Maintain professionalism in the work culture.

Job Requirements:

- Assists with departmental email account in evenings and weekends for quick member response.
- Troubleshoots and resolves customer issues promptly.
- Helps with member onboarding and addresses questions at the point of purchase.
- Provides information on options to enhance user experience (e.g., group fitness, PT, sauna).
- Connects new members with Fitness Attendants for a smooth start.

- Welcomes evening program participants and guides them to their class.
- Assists with data entry as needed.
- Conducts hourly facility counts of our facility.
- Conducts facility tours for new members and promotes memberships/programs.
- Sends push notifications for closures or last-minute cancellations (e.g., evening/weekend programs or pool fouling).
- Represents Recreation Services professionally at evening and weekend events (e.g., orientation, free week).
- Performs other assigned duties.

Salary: \$ 16.00

Start/End Date: 10/02/2023 - 03/01/2024

Student Career Service Advisors (66113) – Career Services

Job Location: In-person with the potential for some Remote Work

Job Description:

- Provides initial assessment, clarifies individual need(s) and provides general information, self-directed service support and/or refers client to a Career Consultant.
- Promotes the development of career management skills required to manage learning and work/life transitions over a lifespan by introducing students to self-directed resources and understanding of the broad career development process and concepts.
- Educates students on resume and cover letter development and provides guidance to individual students through one-on-one drop-in and appointments.
- Determines appropriate internal and external referral for services/resources in response to student need
- Provides information on job search strategies and interview preparation.
- Provide general guidance to individuals who are unfamiliar with the University of Manitoba.
- Provides appropriate career service information to individuals. For example, information on resources, workshops, career inventories (MBTI/SII), website, one-on-one consulting services and supports the use of self-directed tools and resources.
- Supports the transition to consulting services through the client management system.
Specifically:
 - Creates and manages hard-copy and electronic client filing system
 - Introduces clients to the career development process and supporting tools and resources
- Participates in special events (e.g., Career Fairs/Outreach Tables) and staffing information booths providing information on self-directed resources and Career Services continuum of service delivery.
- Researches, identifies and recommends new resource materials for clients.
- Updates and maintains the online and paper career resource collections.
- Ensures front desk reception has the necessary documents replenished to provide timely service.
- Provides reception service during client drop-in times as required.
- Responds to inquiries from students, alumni, faculty, staff, prospective students, employers and general public through in-person, phone or e-mail contact.
- Provides intake documents and explains FIPPA policy to ensure client understanding.
- Support scheduling and data collection within the unit.
- 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
- Performs other duties as assigned

Competencies/Skill and Learning Outcomes:

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:

- An interest in career development and learning about the North American labour market
- A keen interest in helping students
- Strong organizational skills, and ability to support and mentor these skills with students in their job search communications
- A desire to join a dedicated team and work in a professional and confidential work environment
- The ability to work independently and prioritize tasks
- Preference will be given to a student enrolled in social sciences, education or social work.

Salary: \$15

Start/End Date: 10/02/2023 - 03/01/2024

Student Life Program Assistant (66115) - Student Life

Job Location: Fort Garry Campus

Job Description:

Student Life engages and supports students in their self-development through creative, intentional, and thoughtful learning opportunities outside the classroom. Student Life Program Assistants work directly with SL Coordinators to develop and administer student-centred programs and services for UM students. We are looking for a Program Assistant to support each of the following areas of programming in our office:

- (1) Volunteer Programs & Orientation Events (1 position)
- (2) Leadership Programming (1 position)
- (3) Connection Desk & Student Training Programs (1 position) - NEW!

Job Responsibilities

- Assist with program planning and development
 - Gather information and conduct research; create information summaries
 - Create/develop program materials
 - Create and manage program schedules and calendars
 - Assist with the creation and management of project timelines and task lists
 - Provide input and ideas; assist with problem solving and creative thinking when developing programs and services
- Assist with program administration
 - Create, organize, and maintain program documents
 - Track attendance and statistics using internal software and systems
 - Monitor email inboxes and professionally reply to inquiries/concerns
 - Organize and prepare program materials for sessions and events
 - Plan and implement logistics/bookings for programs and events
- Assist with program delivery
 - Interact with volunteers/participants at training, workshops, and events
 - Plan and facilitate ice-breakers and other activities for volunteers/participants
 - Co-facilitate interviews, training sessions, presentations, and workshops
 - Assist with volunteer/participant supervision at workshops and events
- Promotion and communication
 - Develop communication plan, strategies, and materials for program promotion
 - Promote Student Life programs at campus events
- Provide coverage to the front desk, as needed
- Specific program(s) and initiative(s) will be determined by need, but additionally informed by the interests, experience, and skill of the successful candidate
- Other duties as assigned

On campus / in person, 10-20 hours per week

*Most shifts are during regular work hours (Monday - Friday, 8:30 AM - 4:30 PM); some irregular hours may be required

- *Shifts are scheduled based on student availability but priority will be given to candidates whose schedules align with programming needs

Competencies/Skill and Learning Outcomes:

Students in this role will develop skills in the following areas:

- Written communication (clear and professional communication with students, staff, and campus partners; produce documents and program materials that are clear, concise, and logically structured)
- Oral communication (ask and answer questions, clarify, and summarize what others are communicating; provide clear explanations and directions while facilitating and providing feedback)
- Teamwork (actively contribute to team projects/tasks; accept and share responsibility; practice balancing perspectives and making decisions as a group)
- Problem solving (use critical and creative thinking to identify problems and determine solutions; make decisions in accordance to accepted practices and guidelines)
- Organization and time management (proactively plan and manage work; work effectively to complete deadlines when under pressure; monitor results)
- Leadership (practice using a growth mindset, demonstrate support and empathy for others, take initiative on projects and in supporting others)

Job Requirements:

Experience

- Experience researching and gathering information
- Experience with administrative tasks such as managing information, replying to emails, and creating documents/presentations
- Strong knowledge of campus resource, services, and activities is an asset
- Experience participating in co-curricular/extracurricular activities (e.g. student groups, leadership programs, volunteering, etc) is an asset
- Experience managing volunteers, leading groups, or planning events is an asset
- Experience developing workshops, programs, or program materials is an asset
- Experience delivering workshops/presentations, or speaking in front of groups is an asset

Skills

- Exceptional interpersonal skills / ability to interact with and support students
- Excellent verbal and written communication skills
- Effective time management skills
- Effective record keeping and organizational skills

Abilities

- Work independently and take initiative
- Work collaboratively as part of a team
- Desire to support students from a developmental/growth-based lens
- 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 range of backgrounds
- Maintain privacy and confidentiality of all communications and records, to the extent protected under the law and statements of ethical practice
- Be an exemplary student leader among student leaders, and represent the University of Manitoba with the highest level of professionalism at all times

Salary: \$15/hour + 11% vacation pay

Start/End Date: 09/18/2023 - 03/01/2024

Cissexism / Cisnormativity

Cissexism – cisgender people’s identities are more natural and legitimate than those of gender diverse people

Cisnormativity is the assumption that all, or almost all, individuals are cisgender.

Assuming pronouns—asking for someone’s real name – only male/female options on forms – inadequate representations in media. What types of resources. Stuff for gender diverse folks? “feminine products” any term where gender is associated with it.