

# WORK-STUDY PROGRAM

## 2024-25 Positions on campus

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65 part-time, on-campus positions for students with demonstrated financial need.

There are hundreds of on-campus work opportunities for students: these select positions have set eligibility requirements (learn more online).

Submit Applications from  
August 1st to September 12th.

For more information

Contact: [work\\_study@umanitoba.ca](mailto:work_study@umanitoba.ca)

Visit: [umanitoba.ca/financial-aid-and-awards/work-study](https://umanitoba.ca/financial-aid-and-awards/work-study)

A joint program offered by  
Career Services and Financial Aid & Awards

Student Affairs |



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## Information about the Work-study program

The Work-Study program offers part-time, on-campus employment for students with financial need during the school year. Apply to the program to gain valuable work experience and skills related to your field right on campus.

### Important dates

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#### **Jun. 1, 2024**

Apply for student loans as early as this date to avoid delays

#### **Aug. 1, 2024**

Work-study program re-opens for applications

#### **Aug. 15, 2024 - Sep. 12, 2024**

Sign up for and attend a Work-Study orientation session (mandatory for new Work-Study students)

#### **Sep. 12, 2024**

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

#### **Sep. 16, 2024**

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

#### **Sep. 17, 2024**

Work-Study will release all applications to employers

#### **Feb. 28, 2025**

End date for all work-study positions

## Office, Administrative, and Clerical

Career Mentor Program Assistant (72655) – Career Services

**Job Location:** In-Person (474 UMSU University Centre) 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 Skills and Frameworks:

#### 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:** \$17.00

**Start/End Date:** 09/17/2024 – 02/28/2025

Development Assistant (72641) – St. John's College

**Job Location:** 211 St. John's College

**Job Description:**

Duties:

- The successful candidate will be responsible for working with database and fundraising software to maintain the accuracy of the database.
- Working with the development coordinator in stewarding our donors/alum.
- Helping to find lost alum using various social media ie. Linked In, Instagram
- Help organize, promote and execute various special events for alumni, students/faculty.
- Work, with guidance, on documenting the artwork of SJC.
- general office duties such as photocopying, filing, mailings and occasional fill-in for the receptionist

**Competencies Skills and Learning Frameworks:**

Written Communication

- Adapt writing style in consideration of different audiences.

Planning and Organizing

- Proactively plan and manage work; be able to monitor results through to successfully completed plans.

Problem Solving

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

Digital Technology Skills

- Perform basic computer tasks, such as creating documents, saving files, and sending emails.
- Recognize how to use different social media platforms for different audiences.
- Become proficient in using a database containing information of alum

Presentation Skills

- Prepare and present advanced information with clarity with the ability to respond to questions in a timely manner.

Personal Management

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

**Job Requirements:**

- Good written and oral communication skills
- Proficiency in Microsoft Office (word, excel, etc.)
- Must have a pleasant manner

- Able to work with alumni and donors, respecting the confidentiality

**Salary:** \$17.00

**Start/End Date:** 09/30/2024 – 02/28/2025



Health Sciences Special Project Assistant (72595) – Rady Faculty of Health Sciences

**Job Location:** Bannatyne campus (hybrid)

**Job Description:**

The student will execute ~4-5 in-person or virtual interviews with selected alumni of Rady Faculty of Health Sciences graduate programs, mainly following pre-set questions about their experiences as a graduate student and in their current career. For each interview, the student will prepare a written summary of responses and draft a compelling mini-report (250-400 words) to be released on the faculty's website and social media pages.

Specific duties/responsibilities

- Contact alumni as directed to request a 30min in person or virtual interview
- Schedule interviews using calendar invitations
- Obtain signatures on prepared document, consenting to intended use of information provided in the interview
- Conduct and record (if virtual) the interviews, asking pre-planned questions and expanding in related directions where relevant
- Provide a written summary of responses
- Draft 300-400 word "Alumni Journeys" article, each a compelling narrative describing the career journey and current professional endeavors of the featured alumnus/alumna

**Competencies Skills and Learning Frameworks:**

- Oral Communication - Ask and answer questions, clarify, and summarize what others are communicating
- Written Communication - Condense information/produce concise summary notes accurately with correct grammar, punctuation, and spelling
- Teamwork - Actively contribute to team projects/tasks; fulfil required roles, participate in discussion to improve effectiveness
- Planning and Organizing - Effectively apply organizing and planning skills to manage work
- Digital Technology Skills - Perform basic computer tasks, such as creating documents, saving files, scheduling meetings, and sending emails

**Job requirements:**

- Must be currently enrolled in a science-related graduate degree program
- Strong interpersonal skills are required
- Excellent written and oral communication skills are required (including the ability to ask and answer questions, to write clearly and concisely, and to construct a compelling narrative)
- Prior scientific communication experience is an asset
- Proficient in Microsoft Office (esp. Word, Teams, Outlook) or willing to learn

**Salary:** \$16.00

**Start/End Date:** 10/07/2024 – 02/28/2025

## Ooshka-Abe (72700) – Indigenous Student Centre

**Job Location:** Migizii Agamik

### **Job Description:**

#### Duties:

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 Skills and Learning Frameworks:**

#### 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 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:** \$17.00

**Start/End Date:** 09/30/2024 – 02/28/2025

## Student Employment Assistant (72606) – Experiential Learning Partnerships

**Job Location:** Experiential Learning Partnerships

### **Job Description:**

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

Duties will include:

- Post jobs, and ensuring the databases is accurate and up to date
- Manage confidential data, and tracking employer
- 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 and Get Hired 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
- Write articles including the weekly newsletter Get Hired
- Welcome, direct and provide information to students virtually, in the Career Centre or at other event on campus.
- Market experiential learning opportunities through social media, articles, and other communications mediums

### **Competencies Skills and Learning Frameworks:**

Collaboration: Demonstrate respect and care. Is open and supportive of the thoughts, opinions, and contributions of others

Cognitive Skills: Explore and interact with knowledge, information, and imagination to generate and express ideas

Self Leadership: Make decisions in accordance with accepted practices and guidelines, using problem solving strategies

to identify and resolve problems or issues and determine solutions

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

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

**Job Requirements:****Eligibility:**

- Full-time student during the 2024-2025 school year (9 credit hours each for Fall/Winter terms unless there is an accommodation)
- Students must be between 15 and 30 years of age at the beginning of the employment and legally entitle to work in Canada
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment

**Qualifications:**

- 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
- Keen interest in helping students connect to employment and experiential learning opportunities
- 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:** \$17.00 + 6% vacation pay

**Start/End Date:** 09/03/2024 – 02/28/2025

Student Office Assistant (72659) - Stu Clark Graduate School

**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 Skills and Learning Frameworks:**

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.

**Salary:** \$16.00

**Start/End Date:** 09/23/2024 – 02/28/2025

Student Office Assistant, Archiving (72702) – Centre on Aging

**Job Location:** 338 Isbister Bldg

**Job Description:**

This position is ideal for an independent minded, highly organized student whose work will support efforts to make the Centre on Aging's history, which dates back to 1982, more accessible for different groups by organizing the Centre on Aging's archival materials and developing a finding aid (manual/catalog). There will be many opportunities for further training and networking for the successful job candidate. The student will work on the Fort Garry campus and will have easily accessible supervision.

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

**List of Representative Duties:**

- Collect, record, and organize data
- Digitize hard copy materials as required
- Assist with developing a digital preservation strategy
- Archive research materials and other documents/materials using various mediums and data storage methods
- Locate and operate audio-visual equipment for older technology (e.g., slides, DVDS, etc.)
- Assist with records management
- Develop a finding aid (manual/catalog) for the archival records
- Generate brief, user-friendly written descriptions and summaries.
- Follow University of Manitoba record keeping policies standards and guidelines
- Perform administrative tasks related to archiving materials

**Competencies Skills and Learning Frameworks:**

**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.
- Proactively plans and manages work; monitors results through to successfully complete plans.

#### Problem solving

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

#### Digital technology skills

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

#### Presentation skills

- 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.

### **Job Requirements:**

#### Education:

- Taken courses in history or archival studies, or related discipline would be preferred.
- Understanding basic project management skills would be an asset.

#### Experience:

- Experience in archival processing in archives, libraries, or museums is an asset.

#### Skills & abilities:

- Knowledge of Microsoft Office (Word, Excel, Outlook) is required.
- Knowledge of MS Teams and Adobe PDF is an asset.
- Excellent attention to detail, problem solving, and organizational skills are required.
- Must be able to lift and move materials.
- Ability to operate and/or learn how to operate older technology is an asset.
- 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 synthesize information is an asset.
- Knowledge of gerontological and social science vocabulary is an asset.

**Salary:** \$17.00

**Start/End Date:** 11/04/2024 – 02/07/2025

Student Office Assistant (72779) – Faculty of Social Work

**Job Location:** 521 Tier Building

**Job Description:**

- Procurement of various supplies, purchases, contracts, and services in EPIC
- Processes Travel and Business expense claims in Concur - also guest/student claims
- Generates non-employment payment to individuals
- Working with other Faculty Support Staff, assists with conferences or special events - track and record conference registrations
- Order supplies and materials relating to conferences and special events in EPIC
- Other duties or special projects as assigned

**Competencies Skills and Learning Frameworks:**

- Will have the ability to use Concur and EPIC.

**Job Requirements:**

- Proficiency in using intermediate features in Microsoft Office program (Outlook, Excel, and Word) required.
- Ability to organize, prioritize and complete financial and clerical routines are required.
- Excellent customer service skills required. Organization and Attention to details skills are required. Accuracy in calculations is required.

**Salary:** \$21.25

**Start/End Date:** 09/16/2024 – 02/28/2024

## Student Program Assistant (72518) – Extended Education

**Job Location:** 185 Extended Education, Fort Garry Campus

### Job Description:

The successful candidate will support the Extended Education Delivery Team with their full-time and part-time (online/in-person, domestic and international) programs. Reporting to the Program Manager, Delivery, the Student Program Assistant will be primarily responsible for supporting document creation and formatting, process documentation, communication, and correspondence, reviewing current processes, supporting projects, and customer service. In addition, the successful candidate will support instructor/student engagements and use software tools to automate routine tasks and improve efficiency.

**Hours:** The Student Program 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.

### Responsibilities:

#### Document Creation and Project Support

- Draft, edit, and format documents, reports, and correspondence.
- Update and manage academic schedules and calendars.
- Create templates for commonly used documents to streamline processes.
- Monitor student emails and respond to any comments or questions in a timely and professional manner.
- Document step-by-step procedures for routine tasks and operations.
- Draft and send emails to students, instructors, and staff.
- Prepare and distribute newsletters or informational bulletins.
- Assist with the student application and registration process.
- Attend bi-weekly meetings with supervisor/EE staff to support ongoing projects and daily tasks.
- Ensure documents are filed correctly and can be easily retrieved.
- Use software tools to automate routine tasks and improve efficiency.

#### Recruitment

- Assist with EE Programs at virtual and in-person events, presentations, and other recruitment initiatives at the University of Manitoba.
- Assist with the recruitment of student volunteers for orientation events.

#### Outreach

- Attend student/instructor events.
- 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 Skills and Learning Frameworks:**

### 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 and international students is preferred.
- Works independently, showing self-motivation and initiative.
- Assesses situations and determines appropriate action.
- Good understanding of customer service and etiquette.
- Outgoing personality; must be comfortable approaching students and staff.
- Strong written communication skills.

**Salary:** \$17.00

**Start/End Date:** 09/23/2024 – 02/28/2024

## Student Recruitment Assistant (72534) – Desautels Faculty of Music

**Job Location:** Desautels Faculty of Music

### **Job Description:**

The Desautels Faculty of Music and School of Art oversees a number of recruitment events and activities during the academic year. The Student Recruitment Assistant will represent the Desautels Faculty of Music (DFOM) and School of Art (SOA) at on-campus recruitment events and activities, and help promote the music and fine arts programs to prospective high school students in domestic, international, Indigenous markets, and to current UM students.

### **Job Duties:**

- Reporting to the Admissions and Recruitment Coordinator, the Student Recruitment Assistant will assist with the following:
- Coordinate and deliver on-campus tours for individual families, school groups, and UM community
- Assist with and attend UM, DFOM and SOA on-campus recruitment events and activities
- Recruit current music and fine arts student volunteers to help with on-campus recruitment events and activities
- General office tasks such as answering email inquiries, scheduling tour bookings, and assisting with the preparation of recruitment materials, presentations, and publications.

### **Competencies Skills and Learning Frameworks:**

#### **Written communication:**

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

#### **Oral Communication:**

- Use a variety of communication strategies to engage prospective students and parents; and ask and answer questions, clarify, and summarize what others are communicating.

#### **Teamwork:**

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

#### **Presentation skills:**

- 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; and demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace

#### **Planning and organizing:**

- Effectively apply organizing and planning skills to manage work.

**Job Requirements:**

- Enrolled as a current DFOM or 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 music or fine arts 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 available to attend all recruitment events and activities, ranging from 2-8 hours per event depending on programming.

**Salary:** \$15.80

**Start/End Date:** 10/01/2024 – 02/28/2025

## Marketing

### Social Media Assistant (72512) – Extended Education

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

#### 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.

#### 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 Skills 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:** \$17.00

**Start/End Date:** 09/23/2024 – 02/28/2024

## Student Communications Assistant (72722) – Faculty of Arts

**Job Location:** Faculty of Arts Communications Office, 391 University College + remote

### Job Description:

The Student Communications Assistant works as a member of the Faculty of Arts Communications Office team. This is a part-time position up to 10 hours per week. Hours may vary week to week.

Duties:

- Assist in researching, interviewing, writing and editing UM Today stories to highlight the Faculty of Arts.
- Assist in preparing and publishing social media content.
- Attend campus events, shoot photographs and/or video and put together timely posts for Arts social channels.
- Conduct and coordinate student Instagram takeovers.
- Respond to comments and questions on social channels in a timely and professional manner.
- Track weekly social media metrics, coordinate data and prepare reports.
- Assist in coordinating and executing Faculty of Arts events as delegated.
- Attend bi-weekly meetings with Arts Communications office staff to coordinate schedules and tasks.
- Support other marketing, communication and administrative tasks as assigned.
- Manage time and log tasks and hours worked throughout the week.

### Competencies Skills and Learning Frameworks:

Communication:

- Actively listen to others with the conscious effort to verbally communicate in a respectful and appropriate manner. Produce professional, clear and grammatically correct marketing copy for informational and promotional materials. Adapt writing style in consideration of different audiences.

Collaboration:

- Actively contribute to team projects/tasks. Fulfills required roles. Participates in discussion to improve effectiveness. Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback.

Cognitive skills:

- Explore and interact with knowledge, information, and imagination to generate and express ideas.

Technological skills:

- Perform specific technical tasks including digital content creation and design.

Self-leadership:

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

**Job Requirements:**

- Must meet all work-study program eligibility requirements.
- Strong written and verbal communication skills, grammar and attention to detail.
- Advanced understanding of social media best practices and etiquette.
- Personally active on social media - must have experience with X and Instagram. Previous experience using social media as a volunteer or employee is an asset.
- Highly visual creative interest with strong photography and video skills.
- Outgoing personality; must be comfortable approaching students, academics and staff.
- Proficiency with Microsoft Office suite of programs (i.e. Word and Excel).
- Effective time management, prioritization and organizational skills. The ability to multi-task many small tasks at a time is key.
- Versatile and competent in working either independently or as part of a team.
- Ability to represent the Faculty of Arts and the University of Manitoba in a polished and professional way.
- Previous experience volunteering with UM student groups and at UM events is an asset.
- Interest in pursuing a career in marketing and/or communications is an asset.
- Preference will be given to University of Manitoba Faculty of Arts students.

**Other:**

- Must be available to work flexible hours including after normal business hours.
- Students who are interviewed will be required to provide a writing sample.
- Must have a smart phone and/or wifi enabled mobile device.

**Salary:** \$18.75

**Start/End Date:** 10/01/2024 – 02/28/2025

## Student Counselling and Wellness Social Media and Marketing Assistant (72705) – Student Counselling and Wellness

**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 Skills and Learning Frameworks:**

### **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 successfully 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:** \$15.50

**Start/End Date:** 09/23/2024 – 02/28/2025

## Student Social Media Assistant (72515) – Student Affairs

**Job Location:** 400 UMSU University Centre

### Job Description:

This position will assist the Information Coordinator by providing a student-accessible perspective on ORES functional areas (Aurora, UM Achieve, Final Exams) to UM's student social media channels, including Facebook, Twitter, Instagram, and TikTok.

- Content Development Support: Work with the team to brainstorm and create creative content ideas for social media, articles, and videos.
- Content Production Assistance: Help create graphics, images, and short videos using tools like Canva or Adobe Creative Suite.
- Content Optimization: Learn to adapt content for different platforms and audiences, including resizing images and writing captivating captions.
- Research and Trend Analysis Assistance: Assist in researching relevant topics and trends to inform content creation.
- Community Engagement: Represent ORES through student-focused Instagram takeovers to build connections.
- Learning and Development: Seek opportunities to improve digital content creation skills and stay updated on best practices.
- Other Areas: Support in refining Ask UMB content and explore ways to integrate engaging content.
- Attend ORES events, capture photos and/or videos, and create timely posts for social media channels
- Complete some tasks remotely and on campus, using mobile devices. Specific hours may vary from week to week. Manage time and log hours/tasks throughout the week.

### Competencies Skills and Learning Frameworks:

This role is perfect for someone who loves creating content. You'll get mentorship and hands-on experience while crafting engaging content.

The key competencies/Skill and Learning outcomes:

- Written Communication - Adapt writing style for different audiences.
- Teamwork - Contribute to team projects/tasks and participate in discussions to improve effectiveness.
- Leadership - Demonstrate adaptability to achieve goals.
- Planning and Organizing - Apply organizing and planning skills to manage work.
- Analysis and Research - Gather relevant secondary data and organize information logically.
- Personal Management - Embrace new opportunities, learn continuously, and identify the importance in every job/task.

Other:

- Understand social media best practices for a large organization/business.
- Experience with social media reporting.

**Job Requirements:**

- Outgoing personality; comfortable approaching students and staff.
- Ability to multi-task effectively.
- Interest in photography and video creation.
- Passion for content creation.
- Solid written communication skills, grammar, and attention to detail.
- Active on social media, with experience in Facebook, Twitter, Instagram, and TikTok.
- An understanding of social media best practices and etiquette.
- Familiarity with tools like Canva or Adobe Creative Suite is a plus.
- Creative mindset with attention to detail.

**Other:**

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

**Salary:** \$16.00**Start/End Date:** 09/23/2024 – 02/28/2025



## Student Social Media Assistant (72651) – Centre for Creative Writing and Oral Culture

**Job Location:** St. John's College and Remote

### Job Description:

Assisting the director of the Centre for Creative Writing and Oral Culture 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 Skills and Learning Frameworks:

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:

#### Skills and Abilities:

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.

Other Job-Related Qualifications:

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.

**Salary:** \$16.00 + 6% vacation pay

**Start/End Date:** 10/01/2024 – 02/28/2025

## Student Writer Strategic Communications (72785) – Strategic Communications

**Job Location:** Hybrid/Remote

### **Job Description:**

- Researches, develops, and edits content targeted to UM students and other relevant audiences.
- Creates informational and promotional content across a variety of platforms including UM Today, the UM website and social media channels.
- In consultation with the University Communications team, 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 Skills and Learning Frameworks:**

#### 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.

### **Job Requirements:**

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

**Salary:** \$16.47

**Start/End Date:** 10/01/2024 – 02/28/2025

## Research

Machine Learning Data Annotator (72787) – Department of Computer Science

**Job Location:** Computer Science Dept./UManitoba

**Job Description:**

The successful candidate will join my research group, called TerraByte ([terrabyte.acs.uwinnipeg.ca/](http://terrabyte.acs.uwinnipeg.ca/)), which focuses on creating labelled datasets and machine learning models for agricultural applications. Specifically, this job entails manual data labelling of outdoor and indoor data as well as data processing. Examples include labelling agriculture field data of peas, canola, wheat, and soybeans. Example of data processing include extracting images from videos of pea test plots.

**Competencies Skills and Learning Frameworks:**

- Technical communication skills: Be able to actively listen, communicate, and present content to an audience consisting of machine learning researchers at the BSc, MSc, PhD, and postdoctoral level.
- Machine learning data annotation & labeling skills: Knowledge and experience in various open-source tools for machine learning data annotation.
- Data processing skills: Knowledge and experience processing data from a range of modalities. Examples include RGB images, video, 3D point clouds, and hyper and multispectral images.
- Software coding skills: Knowledge and experience writing code to process data.

**Job Requirements:**

Students from Computer Science, Computer Engineering, Electrical Engineering, Mathematics, Statistics, or Physics, or a closely related discipline. Students that have taken an undergraduate programming course will be given preference. Experience in programming, data processing, or data annotation would be an asset.

**Salary:** \$15.30

**Start/End Date:** 09/09/2024 – 02/28/2025

## Research Assistant (72814) – Faculty of Architecture

**Job Location:** 201 John A Russell Building

### Job Description:

The Community Design and Planning Research Group (CDPRG) is seeking a research assistant for the Fall 2024 and Winter 2025 academic sessions. Working closely with Mimi Locher, Professor and Dean of the Faculty of Architecture, and the CDPRG, the research assistant's duties will include the following:

- Identifying underserved Manitoba communities, specifically related to design and planning community engagement and learning
- Compiling a report on student and volunteer involvement opportunities
- Participating in the CDPRG's ongoing research:
  - Building codes and construction conventions for ramps and accessibility
  - Community engagement processes
  - Funding sources
- Assisting with the organization of workshops and site visits
- Contributing to the compilation of funding reports
- The successful applicant will work 5 hours per week during the Fall 2024 and Winter 2025 academic terms.

### Competencies Skills and Learning Frameworks:

By the end of this work opportunity the student will have gained the ability and knowledge in:

#### Collaboration

- Demonstrate respect and care for others; be open and supportive of the thoughts, opinions, and contributions of co-workers and community partners
- Actively contribute to team projects, fulfill required roles, participate in discussions to improve effectiveness
- Accept and share responsibility, learn from constructive criticism and give constructive feedback

#### Social responsibility

- Encourage and engage in reflection and inclusion of diverse perspectives
- Recognize the positionality of self and others to foster ethical and collective action for positive social impact

#### Communication

- Participate in team discussions, ask questions, and present own viewpoint and ideas
- Compile information and produce accurate and concise notes and reports with correct grammar, punctuation, and spelling
- Present basic information to one or more people using appropriate resources and vocabulary

#### Analysis and research

- Gather relevant data and organize information in a logical manner
- Analyse information for social impact and relevancy to CDPRG goals

#### Cognitive and technological skills

- Explore and interact with knowledge, information, and imagination to generate and express ideas through various means including verbal and visual storytelling
- Make decisions in accordance with accepted practices and guidelines
- Reflect on outcomes to identifying and resolve problems

#### **Job Requirements:**

- Reside in Winnipeg or the surrounding municipalities throughout the Work-Study employment term
- Registered at the University of Manitoba as a full-time undergraduate or graduate student in both terms (Fall 2024 and Winter 2025)
- Achieved satisfactory academic standing with a minimum of 2.5 institutional grade point average in their previous academic session (not applicable for new UM students)

#### Abilities and Skills

- Ability to work independently or collaboratively with a team in a professional environment
- Excellent oral and written communication skills
- Good interpersonal skills
- Reliable and responsible
- Effective time management, prioritization, and organization skills
- Detail and task-oriented

**Salary:** \$21.00

**Start/End Date:** 09/30/2024 – 02/28/2025

Research Assistant - Integrative Musculoskeletal Research Lab (72448) – Recreation Services

**Job Location:** Active Living Centre/FKRM

**Job Description:**

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

Duties will include:

- Literature searching,
- Communicating with participants (potential and enrolled),
- Assisting with recruitment and/or screening of potential participants,
- Assisting with data collection and analysis, and
- Assisting with routine lab maintenance tasks (set-up and tear down of data collection materials, etc.).

**Competencies Skills and Learning Frameworks:**

Competencies

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

Written Communication

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

Oral Communication

- Ask and answer questions, clarify, and summarize what others are communicating.
- Provide clear explanations and directions while instructing, educating and providing feedback.

Teamwork

- Demonstrate respect and care. Is open and supportive of the thoughts, opinions, and contributions of others.
- Actively contribute to team projects/tasks; fulfils required roles, participates in discussion to improve effectiveness.
- Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback.

Leadership

- Accept responsibility for decisions and display a positive attitude and perseverance.

Planning and Organizing

- Effectively apply organizing and planning skills to manage work.

Problem Solving Skills

- Make decisions in accordance to accepted practices and guidelines



### Analysis and Research

- Gather relevant secondary data and organize information in a logical manner.
- Collect primary data and/or assist in carrying out lab analysis.
- Assist in the analysis of quantitative research.

### Problem Solving Skills

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

### Personal Management

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

### **Job Requirements:**

#### Qualifications and skills:

- Full time student in Fall and Winter terms
- Have a 2024-2025 government loan OR full Indigenous sponsorship.
- Minimum of 2.0 institutional GPA.
- Knowledge of human physiology and/or anatomy is an asset.
- Knowledge of the reference manager Mendeley, is an asset.
- Knowledge of Microsoft Office (Word and Excel) is required.
- Excellent verbal and written communication and interpersonal skills required.
- Ability to follow direction and work independently required.
- Attention to detail is essential.
- Students who have not taken TCPS2 Tutorial Course on Research Ethics and the online PHIA training will be required to complete both at the beginning of their employment.

**Salary:** \$17.00

**Start/End Date:** 09/30/2024 – 02/28/2024

Research Assistant (2) (72709) – Faculty of Architecture

**Job Location:** Faculty of Architecture and SiAF

**Job Description:**

The BIOM\_Lab, a research group in the Department of Architecture, works at the intersection of biology and design, exploring theoretical constructs, using digital simulation tools, and conducting applied science experiments to advance architectural research and provide a transdisciplinary platform for students to explore alternative design venues.

The research assistant will help investigate mycelium-based and bacterial cellulose-based biomaterials for optimized building performance. The candidate will participate in the design, inoculation, and harvest of biomaterials, s/he will assist with data collection and analysis, help with lab maintenance, conduct literature review, and assist with project dissemination activities.

**Competencies Skills and Learning Frameworks:**

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

#### **Job Requirements:**

- Interest and enthusiasm in the subject of biomaterials and biomimetic design.
- Good communication skills
- Hardworking
- Ability to work independently or as part of a team
- Preference will be given to graduate level students and/or undergraduate students with previous experience in the field. Students from Design, Engineering and Biology related disciplines are welcomed to apply

Note: Start and end dates can be negotiated

**Salary:** \$15.50 – 20.00

**Start/End Date:** 10/03/2024 – 02/28/2024

## Student Research Assistant (72541) – Faculty of Architecture

**Job Location:** Faculty of Architecture

### Job Description:

2025 marks the 65th anniversary since the opening of the John A. Russell Building. The Faculty of Architecture is looking for a responsible, dedicated, self-motivated, detail-oriented research assistant to assist with the gathering and organizing of information related to the history of the John A. Russell Building. Depending on the results of the research the Research Assistant may also curate and coordinate an exhibition as part of a celebration event.

### Competencies Skills and Learning Frameworks:

#### Written & Oral Communication

- Condense information/produce concise summary notes accurately with correct grammar, punctuation, and spelling.
- communicate (written or by phone) with alumni, Faculty members, libraries and Professionals to help gather information.
- Use graphic representation to help communicate findings and display information

#### Teamwork

- Demonstrate respect, care, openness and support of the thoughts, opinions, and contributions of others.
- Actively meet with team to discuss research
- Accept and share responsibilities with a positive attitude

#### Problem-Solving Skills

- Make decisions in accordance to accepted practices and guidelines.
- Identify issues and determine potential solution.

#### Analysis & Research

- Gather relevant information and organize it in a logical manner
- Collect stories and information by carrying out interviews with multiple stakeholders.

#### Personal Management & Development

- Manage time and priorities of the position
- Demonstrate professionalism

### Job Requirements:

- 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 2024 and Winter 2025);
- Have achieved a satisfactory academic standing with a minimum 2.0 institutional grade pointaverage in their previous academic session (not applicable for new UM students)

- Preference will be given to Faculty of Architecture students
- A keen interest in building history and exhibition curation  
Computer literacy; familiar with Microsoft Office and Adobe Creative Cloud is an asset

**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.

**Salary:** TBD

**Start/End Date:** 10/01/2024 – 02/28/2025

Student Research Assistant (2) (72457) – 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 Skills and Learning Frameworks:**

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

**Start/End Date:** 09/18/2024 – 02/28/2025

## Technical

### Art Lab Monitor (72714) – Faculty of Education

**Job Location:** Faculty of 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.

**Job Requirements:**

- **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.

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

**Salary:** \$17.30

**Start/End Date:** 09/23/2024 – 02/28/2024



## Ceramics Student Assistant (72537) – School of Art

**Job Location:** School of Art, Art Barn

### Job Description:

Job description: The Ceramics Student Assistant will work with the Ceramics Technician to assist in the coordination and facilitation of a series of firings, open to all Ceramics students, in our new high-temperature gas reduction and gas soda kilns.

### Job duties:

- Organize group firings in gas and soda kilns with supervision and mentorship
- Encourage student participation in the firings
- Maintain a firing schedule
- Manage carts of high-fire student work through bisque and then glazing for gas and soda
- Assist with loading the work and firing the kilns
- Mix wadding, kiln wash, and soda ash mixture for spraying
- Make draw rings for the soda kiln
- Make cone packs for gas and soda kilns
- Cleaning and organization of kiln room
- Cleaning of kiln posts, shelves, and kiln interiors after firings
- Mix high-fire glaze tests using a variety of materials in the glaze lab (recipes supplied)
- Fire tests in both electric (bisque) and gas kilns (with supervision)
- Mix large buckets of glaze to use for glazing student work
- Cleaning of glaze lab and glazing room

### Competencies Skills and Learning Frameworks:

- Communication Skills
- Collaboration
- Cognitive Skills
- Self-Leadership
- Analysis and Research

### Job Requirements:

- Must be able to wear 1/2-piece respirator with P100 filters
- Attention to detail and high-level organization required
- Work collaboratively with others
- Experience firing electric kilns is preferred
- 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

**Salary:** \$15.80

**Start/End Date:** 10/01/2024 – 02/28/2025

## Gallery Assistant - Exhibitions and Collections (2) (72614) – School of Art

**Job Location:** School of Art Gallery, UM Campus

### **Job Description:**

The School of Art Gallery requires a Gallery Assistant to work in the areas of collections care and exhibition assistance. The School of Art Gallery presents 4-12 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 will also assist with the installation and setup of exhibitions and events. The Gallery Assistant will also greet visitors, providing them with information about Gallery exhibitions and programming.

### **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;
- Greeting Gallery visitors, providing information about current exhibitions and programming.

### **Competencies Skills and Learning Frameworks:**

#### **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.

#### Student Eligibility

Student applicants must meet the following requirements:

- Have proof of a 2024-2025 government student aid package of at least \$2,000; or, proof of 2024-2025 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 2024 and Winter 2025). 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 2024-2025 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

**Start/End Date:** 09/30/2024 – 02/28/2025

Graphic Designer (72825) – Rady Faculty of Health Sciences

**Job Location:** Remote

**Job Description:**

Work collaboratively with the 2025 Manitoba Student Health Research Forum (MSHRF) organizing team to lead the design of the following items:

- Save the date email graphic
- Email signature
- Banner image
- Social media graphic
- Promotional poster
- Program eBooklet

These materials should have a consistent design theme that is appropriate to the event and should be of professional quality for online and in print formats. Work can be fully remote, although space can be provided if in-person work is preferred. An Adobe Creative Cloud license can be provided if needed.

**Competencies Skills and Learning Frameworks:**

- Communication Skills: Actively listen to others with the conscious effort to verbally communicate in a respectful and appropriate manner.
- Collaboration Skills: Actively contribute to team projects/tasks; fulfils required roles, participates in discussion to improve effectiveness.
- Collaboration Skills: Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback
- Cognitive Skills: Explore and interact with knowledge, information, and imagination to generate and express ideas
- Self-leadership: Make decisions in accordance with accepted practices and guidelines, using problem solving strategies to identify and resolve problems or issues and determine solutions.
- Technological Skills: Perform specific technical tasks

**Job Requirements:**

- Current student at the University of Manitoba; preference may be given to BFA or diploma students with a media concentration in graphic design
- Experience with graphic design
- Familiarity with graphic design tools such as Adobe Creative Cloud
- Access to a computer (necessary software will be provided)
- Application should contain portfolio

**Salary:** \$16.00

**Start/End Date:** 11/18/2024 – 02/28/2025

Herbarium Database Technician (72703) – Department of Biological Sciences

**Job Location:** Department of Biological Sciences, 426 Buller Bldg.

**Job Description:**

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

The job requires an understanding of botanical nomenclature and georeferencing.

**Competencies Skills and Learning Frameworks:**

- Demonstrate in-depth knowledge of computer software and information technology systems.
- Use problem-solving strategies to identify and resolve problems, issues and determine solutions.
- Proactively plan and manage work; monitor results through to successfully complete plans.
- Actively contribute to team projects/tasks; fulfils the required roles, participates in a discussion to improve effectiveness.
- Communicate with others using a variety of communication strategies to negotiate, mediate, resolve difficult issues and sell ideas.

**Job Requirements:**

- Preference is given to students with an interest in botany/plant biology, and to students who completed BIOL 2242, BIOL 2240, or BIOL 3242.

**Salary:** \$15.80

**Start/End Date:** 10/01/2024 – 02/28/2025

## Math Ed Resource Room Monitor (72800) – Faculty of Education

**Job Location:** Faculty of 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 Mathematics Education Resource Room (Rm 364) in the Education building and create and share two activities using the resources located there. The duties for this position are:

- Create and maintain inventories of the mathematics learning materials located in Rm 364 and in the cupboards in Rm 318.
- organize all learning materials and continue to create shelf labels for Rm 364 and cupboard door labels for Rm 318 so that instructors are able to quickly locate resources they may want to use
- clean up materials once per week and return them to labelled shelves in Rm 364 or to correct cupboards in Rm 318
- with support from Dr. Koch and/or Dr. Charles, create and facilitate two lunch-hour activities for B.Ed students (one in fall term and one in winter term) to provide B.Ed students with an opportunity to use one or more of the resources available in the Mathematics Education Resource Room (e.g. ways to use Cuisenaire rods in early years classrooms or ways to use fraction circles and pattern blocks in middle years classrooms etc.)

### **Job Requirements:**

- **MATHEMATICS EDUCATION BACKGROUND:** The preferred candidate will be engaged in graduate study in mathematics education at the Faculty of Education.
- **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 the 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 in a timely way to email communications.

**Salary:** \$17.30

**Start/End Date:** 09/23/2024 – 02/28/2025

## Science Lab Monitor (72713) – Faculty of Education

**Job Location:** Faculty of 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

**Job Requirements:**

- **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:** \$17.30

**Start/End Date:** 09/23/2024 – 02/28/2025



Student Client Actor (72610) – Faculty of Education

**Job Location:** Hybrid

**Job Description:**

Detailed description of project and duties:

- Detailed description of project and duties: To help facilitate graduate counselling students gain valuable in vivo counselling 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 counselling psychology course.
- The actor would be responsible for engaging in character development and sustaining the role in a role play counselling 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 4 hours a week (over the duration of 13 weeks spread out during the Winter 2025 term). One week would comprise 4 hours of time set aside by the student to work independently to create a client case scenario and debriefing notes, 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.

**Competencies Skills and Learning Frameworks:**

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:** \$22.50 + 6% (\$1.50) vacation, Total: 24.00 per hour

**Start/End Date:** 01/13/2025 – 02/28/2025

## Waste Reduction Assistant (72755) – Office of Sustainability

**Job Location:** Physical Plant/Remote

### **Job Description:**

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

### **Competencies Skills and Learning Frameworks:**

#### 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

**Start/End Date:** 09/23/2024 – 02/28/2025

## Student Services

Alternate Format Assistant/Invigilator (72592) – Student Accessibility Services

**Job Location:** 155 UMSU University Centre

**Job Description:**

- The Alternate Format Assistant will be working to provide training and assistance to students with disabilities
- The Alternate Format Assistant will help the Assistive Technologist with: alternate format ordering to the Province of Manitoba, alternate format conversion, i.e. braille, large print, kesi files, PDF, audio to written, assistive technology training on kurzweil, zoomtext, read and write gold, and classroom equipment placement
- The Alternate Format Assistant will also be available to help with invigilating exams during peak exam periods

**Competencies Skills and Learning Frameworks:**

- Communicate with others using a variety of communication strategies to negotiate, mediate, resolve difficult issues and present ideas
- Follow technical procedures to ensure a secure environment for tests and exams in alternate formats
- Effectively apply organizing and planning skills to manage work
- Demonstrate in depth knowledge of assistive technology software and alternate format production
- Gather relevant data and organize information in a logical manner

**Job Requirements:**

- Experience working with people with disabilities
- Experience with computer software or technical applications of software
- Knowledge of assistive technology and/or alternate format production would be an asset
- Full time student in Fall & Winter terms

**Salary:** \$16.00

**Start/End Date:** 09/23/2024 – 02/28/2025

## Junior Confidential Intake Assistant (72600) – 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 Skills and Learning Frameworks:**

#### 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:** \$16.00

**Salary/End Date:** 09/23/2024 – 02/28/2025

## PACA Support Circle Coordinator (72794) – Community Engaged Learning

**Job Location:** Remote, Fort Garry campus, Broadway Neighbourhood Centre, and various sites across Winnipeg

### **Job Description:**

With the guidance of the Lead Coordinator, the PACA Support Circle Coordinator will provide peer advocacy and support to low-income community members who are part of Poverty Awareness & Community Action, whom we call Lived Experience Educators (LEEs), such as helping people to apply for resources or accompanying people to appointments. The PACA Support Circle Coordinator is also in charge of the administration, coordination, and facilitation of the PACA Support Circle, planning and facilitating weekly meetings and working in collaboration with student volunteers to facilitate peer education, peer advocacy and support, and social advocacy alongside the LEEs. In addition to the above independent duties, the PACA Support Circle Coordinator will also assist with the facilitation of recreational opportunities for LEEs, as well as the PACA workshop.

The PACA Support Circle Coordinator will be a part-time position, averaging 5-10 hours per week with an hourly range of 0-20 hours per week depending on programming. The work schedule is self-managed but needs to have daytime availability. In particular, candidates who are available between 10am and 6pm from September 9-11 will be prioritized.

The PACA Support Circle Coordinator position requires a valid driver's license, access to a reliable vehicle, and a clear driving abstract, as well as a criminal record check and adult abuse registry check. Financial support is available for successful candidates who experience low income.

### *Peer Support*

- Research relevant community resources and services
- Develop and distribute information on community resources and services
- Identify which LEEs are interested in applying for community resources and services
- Provide support in the application and renewal process as needed
- Provide support in accessing the resource and service as needed

### *Peer Advocacy*

- Provide peer advocacy support to LEEs, such as helping people prepare for self-advocacy or accompanying people on health care or Employment & Income Assistance appointments
- Communicate with service-providers on behalf of lived experience educators
- Maintain peer advocacy case notes

### *Support Circle*

- Plan and facilitate weekly meetings for volunteer advocates
- Organize monthly or bimonthly in-person meetings

- Coordinate and collaborate with other student volunteers in engaging in mutual aid and social programming and providing peer advocacy and support
- Support and participate in social advocacy campaigns

#### *Administration*

- Communicate with Lead Coordinator, LEEs, and student volunteers
- Manage volunteer, event, and transportation schedules
- Liaise with community partners and external vendors
- Maintain and properly store digital and physical documents and records, including record checks
- Inventory and manage all program resources and supplies
- Assist in maintaining fiscal responsibility by staying under budget for all programming
- Write the final program report

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

#### **Competencies Skills and Learning Frameworks:**

##### Communication:

- Actively listen to others with the conscious effort to verbally communicate in a respectful and appropriate manner.
- Communicate with understanding of personal and diverse perspectives within societal and cultural contexts.

##### Collaboration:

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

##### Social Responsibility:

- Recognize the positionality of other people and foster ethical and collective action for an overall positive impact.

##### Commitment to Truth, Healing, Reconciliation, and Resurgence:

- Take personal responsibility to disrupt colonialism, racism, and bias in oneself, others, and systems

##### Personal Growth:

- Learn, understand, and reflect about oneself to further one's well being.

##### Leadership Practices:

- Accept responsibility for decisions and display a positive attitude and perseverance.
- Model a strong desire to succeed by demonstrating adaptability to achieve goals.



### Analysis and Research:

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

### Job Requirements:

#### *Education*

- Previous or ongoing education and training in a related field, e.g., Social Work, Peace and Conflict Studies, Recreation, Community Development

#### *Experience*

- Experience working with people facing stigma and discrimination is required.
- Experience facilitating recreational programming is required.
- Lived experience with poverty is preferred.
- Experience providing peer advocacy and support is preferred.
- Experience developing and facilitating workshops is preferred.
- Previous experience working in an office environment is preferred.

#### *Skills and abilities*

- Competent in using Microsoft 365 (including Word, Excel, and Outlook), Microsoft Teams, Zoom, Canva, Facebook, and Instagram
- Ability to build rapport and work with people from diverse backgrounds and abilities
- Ability to work independently in a remote, including strong time management and prioritization skills
- Ability to work collaboratively and as part of a team
- Strong verbal and written communication skills and attention to detail
- Holds a Class 5 driver's license and has reliable access to a vehicle

*Preference will be given to a candidate who can continue working on a part-time basis during the 2024-2025 academic year.*

**Salary:** \$16.00

**Start/End Date:** 09/16/2024 – 02/28/2025