

WORK-STUDY PROGRAM **2025-2026 POSITIONS**

50+ on-campus positions for students with demonstrated financial need. Students can apply to a wide-range of position types to gain valuable work experience and relevant skills.

Visit the website to learn about the eligibility requirements ([available here](#))

**Apply on UManConnect from
Aug. 1 to Sept. 12!**

For more information contact:
Career Services
474 University Centre
wkstudy@umanitoba.ca
visit: umanitoba.ca/student/workstudy



Program offered in partnership by Career Services and Financial Aid & Awards

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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

Jun. 1, 2025

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

Aug. 4, 2025

Work-study program re-opens for applications

Aug. 15, 2025 - Sep. 12, 2025

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

Sep. 12, 2025

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

Sep. 16, 2025

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

Sep. 17, 2025

Work-Study will release all applications to employers

Mar. 6, 2026

End date for all work-study positions

Office, Administrative, Clerical

Career Mentor Program Assistant (78982) – Career Services

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

Job Description:

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

The position includes the following duties:

- Facilitating program orientation sessions with students
- Managing student inquiries via e-mail, phone and in-person
- Contacting professionals in various industries
- Researching occupations and industry sectors to support program administration and mentor recruitment
- Working with Microsoft Office programs to maintain records and manage administrative components of the program
- Promotion of the Career Mentor Program

Competencies / Skill and Learning Outcomes:

Written Communication

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

Verbal Communication

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

Teamwork

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

Project Planning and Organizing

- Effectively apply organizing and planning skills to manage workload.

Problem Solving Skills

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

Digital Technology Skills

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

- Consume and disseminate information by leveraging Microsoft Planner, Teams, and Sharepoint.
- Demonstrate proficiency in utilizing Microsoft Office, Online Searches, and Data Entry.

Personal Management

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

Job Requirements:

Minimum Formal Education/Training Requirements

Qualifications:

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

Skills and Abilities

- Proficient use of intermediate Microsoft Office features, particularly with Microsoft Excel
- Good command of written communication (inclusive of grammar, punctuation, and spelling)
- Effective time management and organizational skills
- Effective meeting and record keeping skills
- Develop and maintain positive relationships with key stakeholders (including students, faculty, staff, administrators, volunteers, and community members) from a diversity of backgrounds
- Maintain privacy and confidentiality of all communications and records, according to PHIA/FIPPA regulations
- Work independently and be a motivated self-starter
- Work collaboratively as part of a team
- Solve problems effectively and make good decisions.
- Recognize opportunities and possibilities when encountering challenges or during change.
- A desire to join a dedicated team and work in a professional and confidential work environment.

Salary: \$18/hour

Start/End Date: 09/17/25 – 03/06/25

Cultural Integration Assistant (78732) – Office of the Vice President (Indigenous)

Job Location: 107 Administration Building, 66 Chancellors Circle

Job Description:

The Cultural Integration Assistant will primarily work with the Cultural Integration lead, to assist in project development, enhance the support and celebration of Indigenous Culture on campus. They will support cultural work at the UM Sweat Lodge, and work with traditional plant medicines. The skills that will be practiced are working as a part of a team, effective oral and written communication, interpersonal skill building, cultural learning, presentation preparation and delivery, and acting as an Indigenous student ambassador.

Duties may include

- Develop initiatives to increase awareness and understanding of Indigenous cultures
- Assist at cultural events
- Participate in Indigenous events
- Harvesting and processing traditional plants
- Creating and developing a program plan
- Review resource content, and make suggestions for enhancement

There may also be other duties as assigned related to daily operations of the Cultural Integration team.

Competencies and Skills

Written communication

- Write letters and reports that are logically structured and contain all relevant information.
- Adapt writing style in consideration of different audiences.

Oral Communication

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

Teamwork

- Demonstrate respect and care. Is open and supportive of the thoughts, opinions and contributions of others.
- Actively contributes 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.

Leadership

- Accept responsibility for decisions and display a positive attitude and perseverance.
- Models 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 plans and manages work; monitors result through to successfully complete plans.

Problem solving skills

- Make decisions in accordance with accepted practice 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.
- Digital technology skills

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

Presentation Skills

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

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 response quickly to sudden changes in circumstances.

Job Requirements:

THIS POSITION IS DESIGNATED FOR INDIGENOUS CANDIDATES. APPLICANTS MUST SELF-DECLARE ON THEIR COVER LETTER/RESUME AS INDIGENOUS (FIRST NATION, METIS AND/OR INUIT)

- Applicants must have successfully completed a minimum of at least 18 credit hours with a minimum GPA of 2.0 (not applicable for new UM students).
- Enrolled full-time study in Fall 2025 - Winter 2026 at University of Manitoba undergraduate or graduate program.
- Be residing in Manitoba throughout the Work-study employment term.
- Should have an interest in working with Indigenous culture, ceremony and students in all levels of study
- Some knowledge and/or experience in Indigenous cultural land-based knowledge and practices is preferred.
- Be able to work well and respectfully in a team setting.
- Able to work independently.
- Must be able to work outside for long periods of time outside
- Must be able to complete physically demanding tasks, while spending long periods of time outside and be able to lift materials of up to 10lbs. A combination of sitting, standing, pushing, lifting, kneeling, and walking for extended periods of time.

Salary: \$17/hour

Start/End Date: 09/17/25 – 03/06/26

DFOM and SOA Student Recruitment Assistant (78826) - Desautels Faculty of Music and School of Art

Job Location: Tache

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, and 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:

- Deliver on-campus tours for individual families, school groups, and UM community
- 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
- Perform general office tasks such as answering email and phone inquiries, and scheduling tours.
- Prepare recruitment materials, presentations, and publications.

Competencies / Skill and Learning Outcomes:

- 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: 09/23/25 – 03/26/26

Digital Archives and Web Assistant (79003) – School of Art

Job Location: School of Art Gallery

Job Description:

The Digital Archives and Web Assistant will support the development and expansion of the School of Art Gallery's online archives and collections presence. Working closely with Gallery staff and the School of Art Communications team, the assistant will help digitize and publish over 325 historical exhibition records and assist in building a new webpage featuring highlights from the Gallery's 4,100-piece collection.

This position is ideal for students with strong organizational skills, a keen eye for detail, and an interest in art history, digital publishing, visual culture, and accessibility in online platforms.

Primary Responsibilities

Website and Digital Archives - Exhibition History

- Compile and organize archival content for past exhibitions (1965-2013)
- Create and update public-facing exhibition pages
- Format and upload images, captions, and alt text
- Upload catalogues, artist texts, and supporting materials
- Ensure accuracy, accessibility (e.g. alt text, metadata), and copyright compliance
- Conduct research to verify exhibition details and locate missing materials

Website and Digital Archives - Collection Highlights

- Assist in the development webpages that highlight the School of Art Gallery Collection, including the collection history, acquisitions, and highlights showcasing selected works.

Secondary Responsibilities

From time to time, assist with ongoing gallery administrative work, exhibition installation, and other duties as assigned.

Competencies / Skill and Learning Outcomes:

- Written communication- Condense information/produce concise summary notes accurately with correct grammar, punctuation and spelling.
- Oral Communication Ask and answer questions, clarify, and summarize what others are communicating.
- Teamwork - Actively contribute to team projects/tasks; fulfils required roles, participates in discussion to improve effectiveness.
- Analysis and research - Gather relevant secondary data and organize information in a logical manner.
- Problem solving skills - 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.
- Digital Technical Skills - Work with a range of software including photography and design programs.
- Presentation Skills - Prepare and present advanced information with clarity with the ability to respond to questions in a timely manner.

Job Requirements:

- Experience with digital imaging, file formatting, and website publishing (MAC environment) an asset
- Comfort with accessibility standards such as alt text and metadata
- Strong attention to detail and organizational skills
- Ability to conduct research using digital and physical archives
- Interest in digital archiving, visual arts, and communications
- Basic skills in Photoshop and Image editing an asset
- Preference will be given to School of Art students enrolled either in Art History or Studio degree programs.

Training Provided:

- UM Drupal Training (website platform)
- UM Style and Brand
- Basic Photoshop (as needed)

Availability:

- The successful candidate must be available during the Fall and Winter Term for up to 15 hours per week.

Eligibility

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

- Have proof of a 2025-2026 government student aid package of at least \$2,000; or, proof of 2025-2026 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 2025 and Winter 2026). 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 are not eligible unless they have proof of a government student loan or aid package for the 2025-2026 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 will be considered ineligible.

Salary: \$18.00/hour

Start/End Date: 09/29/25 – 03/06/26

E-Learning Development Assistant (79066) – Asper School of Business

Job Location: Stu Clark Centre for Entrepreneurship

Job Description:

Join the **Stu Clark Centre for Entrepreneurship (SCCE)** and work directly with the Startup Coach to help develop an on-demand entrepreneurship course and an accompanying online peer community. You'll gain hands-on experience in educational content development, tech tools, and digital problem-solving while building something meaningful for aspiring entrepreneurs.

Duties include:

- Research and recommend the best-fit online learning platform (starting with GoHighLevel)
- Learn the selected platform and apply it to build out course structure
- Upload and format content including videos, assignments, and quizzes
- Support online community features and user experience
- Test and troubleshoot technical issues across modules
- Participate in regular check-ins and status updates

This is a unique opportunity to contribute to an innovative learning experience while developing high-value technical and project skills.

Competencies / Skill and Learning Outcomes:

- Technological Skills
- Self-Leadership
- Cognitive Skills
- Communication
- Personal Growth

Job Requirements:

Required Qualifications

- Strong attention to detail
- Self-directed and reliable - can manage tasks with minimal supervision
- Solid problem-solving and troubleshooting skills
- Comfortable learning and using online platforms

Assets / Preferred Qualifications

- Experience with LMS or course design platforms (e.g., GHL, Thinkific, Moodle, Teachable)
- Entrepreneurial mindset or interest in startups
- Familiarity with building or managing online communities

Salary: \$20.00/hour

Start/End Date: 10/06/25 – 03/06/26

Student Engagement Assistant (78777) – Indigenous Student Centre

Job Location: 12 Migizii Agamik

Job Description:

The Student Engagement Assistant will primarily work with the coordinator of two ISC Student Engagement programs and provide assistance in organizing and facilitating program meetings. One is a peer-mentoring program (IPMP) and the other is a student leadership program (ICE). Descriptions of these programs can be found at <http://umanitoba.ca/student/indigenous/>.

The skills that will be practiced are effective communication, networking, sharing resources with students, active listening, interpersonal skill building, cultural learning and meeting planning and facilitation.

Duties may include:

- Assist with organization of student meetings
- Assist with facilitation of student meetings
- Facilitate group discussion
- Contact other units on campus and invite to present at student meeting
- Organize student event(s) in Migizii Agamik for group members
- Volunteer at Indigenous-focused cultural events for cross-cultural learning
- Contribute to the campus community and volunteer in the community with group members
- There may also be other duties as assigned.

IPMP and ICE meetings are held on a regular basis in both terms; meeting times vary and this position may include evening and weekend work. Attendance at all meetings is not required, but as many as your schedule allows.

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
- Booking rooms
- Producing correspondence and documents
- Assisting with events
- Ensuring posting boards are up to date, etc.
- Perform other duties as assigned

Competencies/Skill and Learning Outcomes:

Written Communication

- Summarize meeting notes in a concise manner

Oral Communication

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

Teamwork

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

Leadership

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

Presentation Skills

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

Personal Management

- Identify importance in every job/task and demonstrate professionalism.

Job Requirements:

- Applicants must have successfully completed a minimum of at least 18 credit hours
- Should have an interest in working with Indigenous students in all levels of study
- Must be organized and willing to co-facilitate some meetings
- Must be friendly, have excellent customer service and basic computer skills
- Must be a self-starter and able to work independently.
- Student applicants must meet the following requirements:
 - Full-time student during the 2025-26 school year (9 credit hours each for Fall/Winter terms)
 - GPA of at least 2.0
 - Important: Financial aid documentation is required for the fall/winter period.

Salary: \$18/hour

Start/End Date: 09/29/25- 03/27/26

Student Project Assistant (79084) – Aper School of Business

Job Location: Asper Career Development Centre

Job Description:

The Asper School of Business Career Development Centre connects top employers across Canada with business students and graduates poised to make immediate and impactful contributions. Our mandate includes fostering strong employer relationships, facilitating career development opportunities, and supporting the transition from education to professional employment through various programs and resources.

The Asper CDC is seeking a highly motivated and organized student to support our team in the role of Student Project Assistant. In this role, you will play a key part in assisting with student career development initiatives, data analysis, and social media marketing. Your support will be instrumental to the success of our CDC consultants and overall operations.

Key Responsibilities:

Graduate Survey Compilation

- Collect graduate employment and salary data for undergraduate (BComm) and graduate programs (MBA, MFin, MSCM) through phone outreach, email, and online survey tools
- Track outreach and compile results using digital platforms such as Excel and survey databases.
- Maintain accurate records in shared systems and support data cleaning and organization for reporting purposes.
- Prepare summary reports and visualizations to communicate graduate outcomes and trends.

Social Media Marketing

- Write engaging promotional content for social media, emails, and the career services website to promote events, opportunities, and services.
- Design graphics and infographics using Canva for use on platforms like Instagram, LinkedIn, and newsletters.
- Assist with planning, scheduling, and managing social media campaigns aligned with institutional branding and tone.
- Tailor content to engage diverse student and alumni audiences.
- Edit short-form video clips and reels for promotional purposes, such as highlighting events, services, or student success stories.
- Use editing tools (e.g., CapCut, Canva) to enhance video quality and maintain consistent branding across channels.

Event Coordination and Marketing Support

- Support the coordination and promotion of career development events.
- Assist with drafting marketing materials and managing event-related social media promotion.

Career Resource Development

- Update and create digital career resources for undergraduate students, including articles, worksheets, and guides.
- Script, film, and edit mock interview videos for use on the Asper Career Portal.

Skills and Qualifications:

- Ability to work independently and take initiative
- Proficiency in Microsoft Excel and other MS Office tools
- Familiarity with Instagram, LinkedIn, and other platforms to engage student audiences
- Basic graphic design and video editing skills using tools such as Canva or CapCut
- Strong written and verbal communication skills for both outreach and promotional content
- Generative AI literacy (e.g., ChatGPT, Adobe Express AI) for streamlining content creation and research
- Data literacy, including the ability to analyze numerical trends and organize information
- Professional phone and email communication skills

This role offers a unique opportunity to gain valuable experience in career development, data analysis, content creation, and social media marketing, while contributing to the success of the Asper Career Development Centre and its students.

Competencies / Skill and Learning Outcomes:

- **Communication Skills:** Develop clear and respectful written and verbal communication through survey outreach, reporting, and promotional content creation.
- **Collaboration:** Strengthen teamwork and project coordination by working with staff and peers on data collection and marketing initiatives.
- **Cognitive Skills:** Enhance critical thinking and decision-making by analyzing graduate data and drawing meaningful insights.
- **Technological Skills:** Build digital fluency by using tools for survey distribution, data analysis, and social media content creation.
- **Self-Leadership:** Practice leadership by contributing ideas, advocating for improvements, and taking ownership of assigned responsibilities.
- **Analysis and Research:** Develop research skills by gathering, cleaning, and interpreting graduate employment and salary data.
- **Numeracy:** Apply data literacy by performing basic calculations and identifying trends in quantitative survey results.
- **Social Responsibility:** Foster inclusive and ethical outreach practices by recognizing diverse graduate experiences and maintaining confidentiality.

Job Requirements:

Student applicants must meet the following requirements:

- Must meet all work-study program eligibility requirements.
- Current enrollment as a full-time student at the University of Manitoba is required.
- Must have satisfactory academic standing (minimum 2.0 GPA).
- Be residing in Manitoba throughout the Work-Study employment term
- Be a Canadian or PR status student

Salary: \$20.00/hour

Start/End Date: 09/17/25 – 12/09/25

Student Recruitment and Event Assistant (78967) – Faculty of Architecture

Job Location: Faculty of Architecture

Job Description:

The Student Recruitment and Event Assistant provides administrative and logistical support for key events within the Faculty of Architecture, including Cultural Events, Food for Thought lectures, and the annual Atmosphere Symposium. This role also involves representing the Faculty at on and off-campus recruitment events and supporting outreach efforts to promote FAUM programs to prospective students including high school students from domestic, international, and Indigenous communities, as well as current UM students.

Competencies/Skill and Learning Outcomes:

Communication: Actively listen to others with the conscious effort to verbally communicate in a respectful and appropriate manner.

Collaboration: Actively contribute to team projects/tasks; fulfills required roles, participates in discussion to improve effectiveness.

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

Job Requirements:

Previous experience in event planning, office administration, or student recruitment (an asset but not required).

Strong organizational and time-management skills with the ability to manage multiple tasks and deadlines.

Excellent written and verbal communication skills.

Comfortable speaking to groups and engaging with diverse audiences, including prospective students and parents.

Preference will be given to a Faculty of Architecture student

Salary: \$17.00/hour

Start/End Date: 09/22/25 – 03/20/26

Student Recruitment Assistant (78979) – Admissions

Job Location: Student Recruitment Office, 424 UMSU University Centre

Job Requirements:

The Office of Student Recruitment at the University of Manitoba is responsible for promoting the University of Manitoba to high school students in domestic, international and Indigenous markets. Student Recruitment oversees a number of major recruitment events during the calendar year. Recruitment events are designed to introduce prospective students to the university community and provide an opportunity for students to learn more about the university's academic programs while networking with staff and current students.

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

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

Competencies / Skill and Learning Outcomes:

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

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

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

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

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

Job Requirements:

- Must be friendly, outgoing, and approachable
- Strong public speaking and communication skills are required
- Previous experience with University of Manitoba student groups preferred
- Previous experience working or volunteering at University of Manitoba events preferred
- Availability on Fridays required

Start/End Date: 09/26/25 – 03/06/26

Student Wellness Assistant (78719) – Student Counselling and Wellness

Job Location: Fort Garry Campus

Job Description:

UM Student Wellness is seeking a Student Wellness Assistant to assist in delivering quality health and wellness education and programming to the campus community. This position reports to the Associate Director, Wellness and Prevention and will help with the assessment, planning, implementation and coordination of wellness programs and initiatives for all University of Manitoba students, as well as support the overall functioning of the Student Wellness Centre (SWC) and the Healthy U program.

UM Student Wellness is seeking a Student Wellness Assistant to assist in delivering quality health and wellness education and programming to the campus community. In this role, the successful applicant would be working for 40 hours per month (approximately 10 hours per week between October and December, with potential for extension to end of March) to assist with the operation of the Student Wellness Centre and related wellness, harm reduction and health promotion initiatives. This role will require the successful candidate to work as part of a team as well as independently. Some work at the Bannatyne campus may be required.

This position reports to the Associate Director, Wellness and Prevention and will help with the assessment, planning, implementation and coordination of wellness programs and initiatives for all University of Manitoba students, as well as support the overall functioning of the Student Wellness Centre (SWC) and the Healthy U program.

The SWC exists to enhance the individual and collective health of the campus community through a wide range of programs, services and resources. Aligning with both the Post-Secondary Standard for Student Mental Health and the UM's commitment to wellbeing as a core value, the SWC is a welcoming and inclusive space dedicated to fostering community-building and engagement in varied wellness practices. The SWC reflects, celebrates, and honors the diversity of our UM community. The foundational values of the SWC are respect, inclusion, community, and holistic wellness. Within the SWC, Healthy U is a group of highly trained student Peer Health Educators who provide students with validated health information through our one-to-one appointments, online initiatives, and outreach events.

Responsibilities of this role include:

- Supporting the organizational and operational needs of the Student Wellness Centre (e.g. opening and closing duties, greeting students, providing resource navigation support)
- Providing support to the SWC team in the coordination of the Healthy U program and volunteers
- Creating health and wellness communications (webpage development, advertising materials, social media)
- Assisting with health-related communications and messaging. Emphasis will be on participatory/interactive material and use of new technologies and social media.
- Preparation of health and wellness educational materials (packages, pamphlets, etc.)
- Representing the Student Wellness Centre at various tabling, orientation and special events as required
- Assisting with health and wellness programming and health promotion content development; this includes researching needs and best practices, initiating, developing, and evaluating student centered health education programs to ensure that identified

concerns are addressed in accordance with current health promotion theory and practice. Primary focus areas will be mental health, sexual health, and harm reduction initiatives for substance use.

- Conducting presentations on the Student Wellness Centre or health topics as needed
- Administrative tasks as required (record keeping, meeting minutes, room bookings, copying, printing, etc.)
- Meeting and collaborating regularly with the SWC team (Associate Director, Coordinator, Student Wellness Program Assistant, and Student Wellness Centre Assistant) to support the overall functioning of the SWC and Healthy U
- Other duties as assigned

2025 Winter term work schedule: 8:30 am - 4:30 pm, approx. 10 hours per week; occasional evening and weekend work may be necessary, primarily located at the Fort Garry campus but occasional work at the Bannatyne campus may be necessary

Competencies/Skill and Learning Outcomes:

Required skills include:

- Self-initiating, self-motivated and self-directive with the ability to work independently and take initiative
- Strong written and oral communication abilities
- The ability to work effectively and collaboratively in a team environment.
- Self-initiating, self-motivated and self-directive with the ability to work independently and take initiative.
- Able to manage multiple demands.
- Excellent organizational skills and reliability.

Job Requirements:

The ideal candidate would have an interest in mental health and wellness, an understanding of existing mental health and wellness-related campus supports, as well as the following:

- Knowledge and application of the principles of public health, health messaging and communication, holism, harm reduction, health promotion and prevention
- Knowledge and application of social media content creation
- Knowledge of cultural competency and commitment to advocating for holistic wellness
- Knowledge of health issues and needs that affect the post-secondary population
- Experience working with diverse and at-risk populations
- Strong Microsoft Word and Excel skills
- Have proof of a 2025-2026 government student aid package of at least \$2,000; or, proof of 2025-2026 Indigenous band sponsorship, Metis Nation post-secondary funding, or disability funding.
- Be registered at the University of Manitoba as a full-time undergraduate or graduate student in both terms (Fall 2025 and Winter 2026).
- 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.
- Assets for this position include:
- Knowledge of and comfort with physical/sexual/mental health promotion and substance use and related topics.

- Public speaking experience.
- Ability to manage and resolve conflict and challenging situations.
- Working knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Relevant degree program and related experience and skills.

Salary: \$17/hour

Start/End Date: 10/06/2025 – 12/08/2025

Student Wellness Assistant (78720) – Student Counselling and Wellness

Job Location: Bannatyne Campus

Job Description:

In this role, the successful applicant would be working for 20 hours per month (approximately 5 hours/week between October - end February) to assist with the ongoing wellness, harm reduction and illness/injury prevention initiatives. This role will require the successful candidate to work as part of a team and independently as supervisors are primarily located on the Fort Garry campus. In addition, remote work may be required.

This role would include assistance with the following three aspects:

- Planning and delivery of quality health and wellness education and programming to the Bannatyne campus community as part of the 'pop-up' Student Wellness Centre at Bannatyne initiative. This includes researching needs, initiating, developing, and evaluating student centered health education programs to ensure that identified concerns are addressed in accordance with current health promotion theory and practice. Primary focus areas will be physical health, mental health, sexual health, and harm reduction initiatives for substance use.
- Representing the Student Wellness Centre at various tabling, orientation and special events as required
- Health-related communications and messaging for Bannatyne students. Emphasis will be on participatory/interactive material and use of new technologies and social media.
- Conducting presentations on health topics and/or resources as needed
- Development and implementation of evaluative measures for these health and wellness programming and initiatives.
- Meeting and collaborating regularly with the SWC leadership team
- Other duties as assigned

Competencies/Skill and Learning Outcomes:

- Self-initiating, self-motivated and self-directive with the ability to work independently and take initiative

Written communication

- Professionally communicate with students, staff and faculty utilizing correct grammar, punctuation and spelling.

Oral Communication

- Ask and answer questions, clarify, and summarize what others are communicating
- Confidently facilitate educational sessions and workshops for fellow students on health-related topics

Teamwork

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

Planning and Organizing

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

Problem Solving Skills

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

Analysis and research

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

Personal Management

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

Digital Technology

- Performs basic computer tasks, such as creating documents, saving files, and sending email, creating social media posts
- Knowledge and application of social media content creation

Job Requirements:

The ideal candidate would have an interest in mental health and wellness, an understanding of existing mental health and wellness-related campus supports, as well as the following:

- Knowledge and application of the principles of public health, health messaging and communication, holism, harm reduction, health promotion and prevention
- Knowledge of cultural competency and commitment to advocating for holistic wellness
- Knowledge of health issues and needs that affect the post-secondary population
- Experience working with diverse and at-risk populations
- Strong Microsoft Word and Excel skills
- Have proof of a 2025-2026 government student aid package of at least \$2,000; or, proof of 2025-2026 Indigenous band sponsorship, Metis Nation post-secondary funding, or disability funding.
- Be registered at the University of Manitoba as a full-time undergraduate or graduate student in both terms (Fall 2025 and Winter 2026).
- 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.

Salary: \$17/hour

Start/End Date: 10/06/25 – 02/27/26

Marketing

Digital Design Assistant (78885) – Student Affairs Communication

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

Job Description:

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

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

A. Digital Design | 70%

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

B. Program Planning and Special Events | 20%

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

- Assist with booking needs of other events.

C. Other | 10%

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

Competencies / Skill and Learning Outcomes:

TECHNOLOGICAL SKILLS

- Digital Content Creation and Design: Synthesizes data into meaningful information and uses effective digital design and mediums to enhance the communication of information and ideas. Recognizes the impact of digital content on people and society and demonstrates human-centred and ethical practices.
- Technological Agility: Adopts new technologies and navigates technological change to effectively communicate, problem solve, and complete tasks.
- Data Literacy: Breaks down complex information and data presented through words, numbers, symbols, and graphics to make meaning, communicate, solve problems, and inform decision making.

COMMUNICATION

- Verbal Communication: Exchanges and conveys information, both verbally and non-verbally, to express oneself and build understanding either in-person or across multiple platforms.
- Written Communication: Communicates information and expresses ideas through text in a clear manner for the intended audience.

COLLABORATION

- Teamwork: Works co-operatively with others toward a common purpose by participating and/or leading in ways that respect the needs and contributions of others, sharing the work, and drawing on individual strengths.
- Managing Projects and Work Plans: Negotiates with group members to identify roles, expectations, and commitments. Participates in the process of managing, monitoring, and adjusting timelines, resources, and outcomes.

SOCIAL RESPONSIBILITY

- Inclusion and Access: Takes action to learn about and respectfully integrate multiple ways of knowing, being, and doing into practices, and identifies and works to remove barriers to support the full and equitable participation and leadership of diverse individuals and groups.

COGNITIVE SKILLS

- Creativity: Explores or experiments with ideas, materials, or processes through thinking, reacting, and working in imaginative ways to express original concepts, works, and possibilities.
- Critical Thinking: Considers multiple perspectives and challenges assumptions by identifying, analyzing, and evaluating worldviews, frameworks, positionalities, situations, ideas, artifacts, and information before determining a conclusion.
- Problem Solving: Designs, develops, and implements strategies to address problems by asking relevant questions, identifying root causes, gathering facts, and assessing potential and real impacts.
- Decision Making: Takes responsibility for making sound and timely decisions based on short- and long-term impacts and analysis of information from a variety of sources and perspectives.

PERSONAL GROWTH

- Curiosity: Demonstrates open-mindedness, inquisitiveness, and an authentic interest in what others have to share. Pursues knowledge and insight through asking meaningful questions of self and others.
- Lifelong Learning: Pursues and persists in learning with the aim of enhancing performance, growing personally or professionally, overcoming obstacles, or meeting goals.

SELF-LEADERSHIP

- Initiative: Independently seeks out and recognizes existing or possible opportunities and challenges, evaluating personal expertise and context to propose or take appropriate action.
- Adaptability: Demonstrates flexibility to change one's actions, approaches, plans, methods, goals, or perspectives in response to new information, differing views, or unforeseen circumstances.
- Time Management and Prioritization: Sets and negotiates priorities, allocates time effectively, and engages in effective work habits to accomplish personal or professional goals.

Job Requirements:

MINIMUM FORMAL EDUCATION/EXPERIENCE/TRAINING REQUIRED:

- Plan to be a full-time student, qualifying for Work-Study during the 2025-2026 school year (9 credit hours each for Fall/Winter terms unless there is an accommodation from Accessibility Services)
- Be residing in Manitoba throughout the Work-Study employment term.
- A keen interest in helping students and learning about Student Affairs and its departments, units and offices.
- Proficiency in Microsoft software suite with emphasis on Excel, Word and Outlook.
- Experience with web content management systems like Drupal, MS SharePoint, etc.
- Experience Coordinating volunteers is an asset.
- Experience working with diverse stakeholder groups is an asset.

SKILLS and ABILITIES:

- Very good at visual and verbal communication skills.
- Ability to manage difficult conversations with diplomacy and tact
- Ability to work independently and with groups and produce something from nothing.

- Attention to detail.
- Demonstrate creativity in marketing initiatives
- Ability to solve problems and generate ideas to address service needs
- Ability to multitask and prioritize a diverse set of projects and requests
- Adaptable and flexible in a busy and challenging workplace
- Maintain privacy and confidentiality with respect to all communications and records.

Start/End Date: 09/22/26 – 03/06/26

Marketing and Communications Assistant (79076) – Faculty of Agriculture and Food Sciences

Job Location: Winnipeg/remote

Job Description:

The Faculty of Agricultural and Food Sciences is seeking a motivated and creative student to assist in the promotion of the Faculty and associated events. The Marketing and Communications Assistant will be responsible for developing supporting promotional materials and activities, including posters, brochures, photos and videos, social media and articles.

Work schedule: 10-15 hours per week

Responsibilities:

- Reporting to the Experiential Learning & Co-op Education Coordinator, the Marketing and Communications Assistant will assist with the following:
- Help develop graphics for Faculty resources.
- Assist in social media planning and blog post creation and scheduling, including use of photos, videos and graphics.
- Assist in creation of marketing materials
- Assist with organizing photo and video shoots and curating the imagery and video library.

Competencies / Skill and Learning Outcomes:

- Written Communication: Prepare materials for publication in print and online.
- Oral Communication: Use a variety of communication strategies to engage prospective and current students.
- Creativity: Create images, videos and social media posts.
- Teamwork: 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.

Job Requirements:

- Strong communication and organizational skills are required, including design and writing.
- Previous experience with University of Manitoba student events or activities preferred - e.g. student groups or government.
- Proficiency with graphic design and layout programs (e.g. Canva, Photoshop, InDesign) required.
- Proficiency with photography/videography required.
- Proficiency with social media platforms required.

Salary: \$18.04 – 19.72/hour

Start/End Date: 09/07/25 – 03/31/26

Social Media/Graphic Design Assistant (78966) – Faculty of Architecture

Job Location: Faculty of Architecture, 212 Russell Building

Job Requirements:

Duties:

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

Competencies / Skill and Learning Outcomes:

Written Communication

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

Oral Communication

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

Teamwork

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

Planning and Organizing

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

Digital Technology

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

Personal Management

- Manage time and competing priorities effectively.

Job Requirements:

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

- Preference will be given to students from the Faculty of Architecture

Salary: \$18.00/hour

Start/End Date: 10/01/25 – 03/06/26

Student Communications Assistant (79021) – 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 12 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, including posts, reels and takeovers.
- 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.
- Support activations and tabling initiatives.
- Assist in coordinating and executing Faculty of Arts events as delegated.
- Attend 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 / Skill and Learning Outcomes:

- 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. Fulfill 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 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) and Microsoft Teams.
- 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/hour

Start/End Date: 10/01/25 – 02/27/26

Student Counselling and Wellness Social Media and Marketing Assistant (79205) – 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 / Skill and Learning Outcomes:

Teamwork

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

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

Planning and Organizing

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

Written Communication

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

Job Requirements:

Qualifications and skills:

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

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

Salary: \$15.80/hour

Start/End Date: 09/17/25 – 03/06/26

Student Social Media Assistant (79068) – Centre for Creative Writing and Oral Culture

Job Location: Fort Garry Campus and Remote

Job Description:

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

Competencies / Skill and Learning Outcomes:

- Communication Skills: Actively listening to others and to verbally communicate in a respectful and appropriate manner.
- Social Media Management: Proficiency in administering platforms like Instagram, Facebook, X (Twitter), etc.
- Social Media Etiquette: Understanding platform-specific norms and best practices.
- Community Engagement: Experience in responding to comments/questions professionally and maintaining a positive brand image.
- Content Creation: Ability to create engaging photo, video, and written content tailored to different audiences.

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/hour

Start/End Date: 10/01/25 – 02/28/26

Student Social Media Assistant (79082) – External Relations

Job Location: On campus

Job Description:

Student Social Media Assistants with experience creating content on TikTok and Instagram and are up-to-date on the ever-changing trends on the apps will help create content that effectively captures the student audience and appeal to prospective students.

UM Student's social media channels are reserved for showing interesting parts of campus, sharing about student life, promoting interesting opportunities and facts about UM and study and self-care tips.

The Student Social Media Assistants will follow a set of guidelines that outline appropriate content as some trends may not best represent UM. They will appear in some of the content they create and will work with students from all faculties/colleges/schools in generating content for social media specific to their program (for example, tours of each faculty).

They will work closely with each other, Communications Officers and Manager within the MCO Students and Faculties Communications Team and with the Social Media Assistant for Instagram on any TikTok videos that may be transferred to Instagram through the Reels section to cross promote channels.

Examples of content for UM Student:

- How to use the underground tunnel
- Best study spots on campus
- Day in the life of a Bisons student-athlete
- Clubs you can join at UM
- Student support showcase

Competencies / Skill and Learning Outcomes:

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

Written communication:

- Adapt content style in consideration of different audiences.

Teamwork:

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

Leadership:

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

Planning and organizing:

- Effectively apply organizing and planning skills to manage work.

Personal Management:

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

Job Requirements:

Qualifications:

- Full time student in Fall and Winter Terms
- Personally active on social media, must have experience with TikTok and Instagram
- Good understanding of social media best practices and etiquette

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

Other:

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

Start/End Date: 09/17/25 – 03/06/26

Research

Student Research Assistant (79055) – The National Centre for Truth and Reconciliation

Job Location: The National Centre for Truth and Reconciliation

Job Description:

The Research Unit at the National Centre for Truth and Reconciliation (NCTR) is looking for a compassionate, energetic, responsible, and detail-oriented research assistant. Over the Fall and Winter Academic terms of 2025-2026, the research assistant will assist the research team for the NCTR, with the Truth and Reconciliation Network Coordination Hub research project, in direct response to the Truth and Reconciliation Commission's Call to Action 65.

Duties will include administrative support such as event planning, as well as research related tasks such as conducting literature reviews, completing research memos, editing documents. This position will also involve supporting the knowledge mobilization for the project through the creation and editing of social media content and other multi-media materials.

Students research assistants will contribute to the NCTR's mandate by continuing research work begun by the Truth and Reconciliation Commission and in this way contribute to the continuing healing of First Nations, Inuit and Métis peoples and the country as a whole. The NCTR is also mandated to build a foundation of reconciliation by promoting education and understanding of the

Residential Schools and how they are part of a larger history of violent assaults on the distinct cultures and identities of First Nations, Inuit, and Métis peoples.

The successful applicants will be expected to work 12 hours per week for 26 weeks during the 2025-2026 Fall and Winter academic terms.

Competencies / Skill and Learning Outcomes:

This position will provide the opportunity to develop or enhance skills in Indigenous Research methodologies, knowledge mobilization strategies, community engagement, multi-media content development, and grant writing. Working alongside the Knowledge Mobilization Coordinator, the intern will be directly involved in developing knowledge mobilization strategies for the Truth and Reconciliation Network Coordination Hub project. They will also be embedding Indigenous research methodologies and community engagement as they work to assist in multi-media content development and grant writing for supplemental project funding throughout their placement.

Written & Oral Communication

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

Teamwork

- Demonstrate respect, care, openness and support of the thoughts, opinions, and contributions of others.

- Actively contribute to team projects/tasks, fulfil required roles, and participates in discussion to improve effectiveness.
- Accept and share responsibilities, 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 and make decisions in situations that fall outside established guidelines or where the choice among options is less obvious.

Analysis & Research

- Gather relevant and diverse Indigenous perspectives, and secondary data and organize in a logical manner.
- Collect diverse Indigenous perspective and primary data and/or assist in carrying out interviews and focus groups.
- Analyze and incorporate diverse Indigenous perspectives and research methodologies.

Personal Management & Development

- Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace.
- Embrace new opportunities, learn continuously, and identify importance in every job/task.
- Deepen cultural competency and understanding of trauma informed approaches and practices.

Job Requirements:

Qualifications and skills:

- Preference will be given to First Nations (status), First Nations (non-status), Métis, or Inuit candidates.

Formal Education:

- Must be a full-time student enrolled at the University of Manitoba for both academic terms (Fall 2025 and Winter 2026). Students must have a minimum 60% course load.
- A student in the programs of law, Indigenous studies, humanities, or social science disciplines preferred.
- Completion of an Indigenous research methodologies course is an asset.
- Completion of a course involving knowledge translation is an asset
- Completion of a community-based research courses or training is an asset
- A keen interest in seeking truth, decolonizing practices, and advancing reconciliation

Abilities & Skills:

- Excellent written and oral communication skills with ability to write clearly and concisely.
- Excellent interpersonal skills
- Ability to work in a professional and confidential work environment
- Reliable and responsible
- Effective time management, prioritization, and organizational skills
- Detail and task oriented
- Highly energetic, motivated, and a self-starter with the ability to work independently or with a team and prioritize multiple tasks.
- Knowledge of Microsoft Office (Word, Excel, Power Point) is required.

- Ability to create accessible digital content as well as graphics using programs such as Canva or InDesign.

Experience:

- Education, training, or experience working with Indigenous nations, governments, grassroots groups, or community organizations is preferred
- Lived experience, knowledge, and competency with Indigenous cultures, history, and community protocols is strongly preferred
- Fluency in an Indigenous language is an asset
- Previous experience and understanding of trauma informed approaches and self-care practices is preferred.

Salary: \$20.00/hour

Start/End Date: 09/22/25 – 03/27/26

Student Research Assistant (78872) – Faculty of Arts, Department of Anthropology

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

Job Description:

Duties:

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

Competencies / Skill and Learning Outcomes:

Teamwork

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

Problem-Solving Skills

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

Analysis and Research

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

Numeracy: Able to carry out arithmetic operations/understand data

- Analyse or compare numerical data to identify trends or compare statistics.

Digital Technology Skills

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

- Demonstrate in-depth knowledge of computer software and information technology systems.

Job Requirements:

- Any and all of the following disciplines are useful:
- Art history knowledge
- Architecture background
- Zoology
- Archaeology
- GIS Map making
- Knowledge of computers, archaeology or relevant experience
- 3D modeling
- Autocad
- ArcGIS
- Endnote bibliographic cataloguing

Salary: \$18/hour

Start/End Date: 09/17/25-03/06/26

Undergraduate Research Assistant (78805) – Faculty of Arts, Department of Psychology

Job Location: Duff Roblin Building

Job Description:

An undergraduate research assistant position is available in the Mechanisms of Adult and Youth Psychopathology Lab (MAYPL) in the Department of Psychology at the University of Manitoba. Undergraduate research assistants can expect to learn about experimental psychopathology research methods and psychotic disorders/severe and persistent mental illness. Undergraduate research assistants will gain valuable experience conducting literature searches and learning data management and data processing skills. In addition, there will be opportunities to assist with data collection under supervision. Undergraduate research assistants will attend a weekly lab meeting and contribute to discussions about ongoing lab projects and relevant research. Students with a background in psychology, neuroscience, or social work and are planning to apply to graduate studies in psychology/neuroscience/social work or medical school may be particularly interested in the work being conducted at MAYPL.

About MAYPL

Schizophrenia is a devastating illness that has tremendous personal and societal costs. Even when symptoms of psychosis have remitted, many people with schizophrenia suffer marked functional disability (i.e., impaired social, occupational, and community functioning). Understanding the contributors to functional disability in schizophrenia is paramount for development of effective, recovery-based interventions. The overarching aim of our research is to use a multimethod approach to identify and understand predictors of functional outcome in schizophrenia-spectrum conditions within a lifespan developmental framework. To date, most of our work has focused on perceptual processing, social and non-social cognition, and motivation/beliefs. We use a variety of methods in our work, including clinical interviews, cognitive assessments, EEG and psychophysiological recordings, acoustic analysis, and digital phenotyping. Dr. McCleery is the Principal Investigator at MAYPL. She is a clinical psychologist and her research has been supported by extramural funding from the Canadian Institutes of Health Research, the Brain and Behavior Research Foundation, the National Institute of Mental Health, Alkermes, and the American Psychological Foundation.

Competencies/Skill and Learning Outcomes:

- Conduct a literature review under supervision
- Data cleaning/pre-processing and conduct statistical analyses under supervision
- Acquire EEG and psychophysiological data from a human research participant under supervision
- Collect cognitive data from a human research participant under supervision

Job Requirements:

An academic background in psychology, neuroscience, or social work is preferred.

Salary: \$16/hour

Start/End Date: 09/17/25 – 06/05/26

Undergraduate Research Opportunity - Molecular Plant Biology & Environmental Sustainability (79065) – Faculty of Science, Department of Biological Sciences

Job Location: University of Manitoba, Fort Gary Campus

Job Description:

Are you a student passionate about science and looking to gain real research experience that will prepare you for graduate school or a career in biotechnology, environmental science, or academia? Join the Lee Lab and be part of research that addresses one of the most pressing global challenges: how to sustain crop productivity in a changing climate while reducing our dependence on fertilizers.

Our lab focuses on uncovering how photosynthetic organisms like *Chlamydomonas reinhardtii*-a genetically tractable green alga-sense and adapt to nutrient fluctuations, particularly nitrogen (N) and phosphorus (P). These nutrients are vital for crop yields but often lead to serious environmental issues like eutrophication and greenhouse gas emissions when overused. By understanding how cells regulate nutrient use through conserved signaling pathways and gene expression networks, our work supports the development of more sustainable agricultural practices.

What you will learn and do:

As an undergraduate researcher, you'll gain hands-on experience with cutting-edge techniques including:

- Axenic culturing and media preparation for microbial and algal systems
- Genetic transformation and molecular cloning
- Elemental and spectroscopic analysis of nutrient dynamics
- Data interpretation and presentation in a collaborative lab setting

This opportunity is ideal for students who want to:

- Explore how molecular biology connects to real-world sustainability issues
- Build a competitive resume for graduate school, internships, or research roles
- Develop technical and analytical skills that are directly transferable to careers in academia, government labs, and biotech industries

We are deeply committed to mentoring and supporting student researchers. Your growth as a scientist is our priority, and we offer both financial support and personalized training to ensure a meaningful and rewarding research experience.

If you're curious, motivated, and excited to learn how photosynthetic organisms adapt to a nutrient-stressed world, we'd love to hear from you!

Competencies / Skill and Learning Outcomes:

Collaboration skills:

- 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.

Technological skills:

- Perform specific technical tasks - ie: programing, managing information, solve problems, tell stories, etc.

Analysis and research skills:

- Analyze samples/surveys for quantitative/qualitative research

Communication skills:

- Actively listen to others with the conscious effort to verbally communicate in a respectful and appropriate manner.

Job Requirements:

To ensure a productive and rewarding research experience, applicants should meet the following criteria:

Academic Background:

- Completed at least three or more biology courses at the first- and second-year level with an average grade of B+ or higher. A strong foundation in cell biology, molecular biology, or physiology is preferred.

Laboratory Experience:

- At least three months of prior laboratory experience is required, either through research, co-op, volunteer work, or completion of a microbiology lab course that included lab notebook writing and data documentation.

Professionalism and Collaboration:

- Students are expected to:
 - Arrive punctually and reliably follow their scheduled hours
 - Show respect and professionalism in working with peers and lab members
 - Demonstrate clear communication and a willingness to learn in a team environment

Scientific Skills:

- Basic chemistry knowledge to understand and distinguish between concentration, mass, and molar quantities
- Basic algebra skills, including the ability to perform mental calculations involving two-digit multiplication and unit conversions

Salary: \$18.50/hour

Start/End Date: 09/24/25 – 04/30/26

Technical

Art Education Studios Assistant (78976) - Faculty of Education

Job Location: Education Building

Job Description:

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

The duties for this position are:

- Monitor the visual arts studio, the drama room and the music room during lunchtime 3 days per week.
- Develop and implement lunchtime arts workshops for BEd students.
- Create and update the database of art supplies.
- Monitor the supply of consumable materials and alert faculty (Dr. Bruno de Oliveira Jayme) when supplies are low so more can be ordered.
- Organize, clean and maintain the visual arts studio, the art room and the music room so all equipment and materials are stored safely.
- Work with arts education faculty (Dr. Bruno de Oliveira Jayme) 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/hour

Start/End Date: 09/22/25 – 03/06/26

Ceramics Student Assistant (78825) – School of Art

Job Location: Art Barn

Job Description:

Reporting to the Ceramics Technician, the Ceramics Student Assistant will:

- Mix glaze and clay body tests using a variety of materials in the glaze lab (recipes supplied)
- Make clay test tiles using the extruder
- Make clay body shrinkage test bars
- Recycle clay and process it through the pug mill
- Fire tests in both electric and gas kilns (with supervision)
- Based on initial test outcomes, decide which recipes to focus on and pursue
- Make a display as a reference for select glazes and clays that will be available to students
- Initiate a digital database for all shop glazes
- Mix and replenish large buckets of glaze to use for student use
- Transform waste glaze into useable material
- Assist with set-up and organization of a new materials storage area
- Minor cleaning and maintenance of glaze lab and glazing room spaces
- Cleaning and disposing of tests in glaze waste

Competencies/Skill and Learning Outcomes:

- Communication Skills
- Collaboration
- Cognitive Skills
- Analysis and Research
- Numeracy

Job Requirements:

- Must be able to wear 1/2 piece respirator with P100 filters
- Attention to detail is key
- 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: \$17/hour

Start/End Date: 10/06/25 – 02/27/26

Gallery Assistant – Exhibitions and Collections (78911) – School of Art

Job Location: School of Art Gallery

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 / Skill and Learning Outcomes:

Written Communication

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

Oral Communication

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

Teamwork

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

Analysis and Research

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

Problem Solving

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

Planning and Organizing

- Effectively apply organizing and planning skills to manage work.

Job Requirements:**Qualifications:**

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

Availability:

- The successful candidate must be available during the Fall and Winter Term breaks for up to 15 hours per week, and may be required to work some Thursday evenings.

Student Eligibility

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

- Have proof of a 2025-2026 government student aid package of at least \$2,000; or, proof of 2025-2026 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 2025 and Winter 2026). 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 are not eligible unless they have proof of a government student loan or aid package for the 2025-2026 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 will be considered ineligible.

Salary: \$18.00/hour

Start/End Date: 09/29/25 – 03/06/26

Math Ed Resource Room Monitor (78992) - Faculty of Education

Job Location: Education Building

Job Description:

The Faculty of Education, Department of Curriculum, Teaching and Learning is currently looking for a self-motivated and organized individual to monitor the 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.)
- Time commitment of around 5 hours/week.

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/hour

Start/End Date: 09/22/25 – 03/06/26

Science Lab Monitor (1) (78975) - Faculty of Education

Job Location: Education Building

Job Description:

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

The duties for this position are:

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

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

Salary: \$17.30/hour

Start/End Date: 09/22/25 – 03/06/26

Student Services

Alternate Format Assistant/Invigilator (79075) – 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 / Skill and Learning Outcomes:

- 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: \$17.00/hour

Start/End Date: 09/26/25 – 03/06/26

Bannatyne Campus Multi-Faith Centre Program Assistant (78756) – Spiritual Care and Multi-Faith Centre

Job Location: Bannatyne Campus

Job Description:

In this role, the successful applicant would be working 5 hours per week to assist with the operation of services, including the planning and promotion of programming, hosted in the newly created Multi-Faith Centre at the Bannatyne Campus. This role requires the successful candidate to work collaboratively as part of a multi-disciplinary team, but also independently as direct supervisor is primarily located on the Fort Garry campus.

This role would include assistance with the following key responsibilities:

- Supervising and coordinating the general access and usage of the Multi-Faith Centre
- Ensuring space is properly maintained and adequately serviced for optimal use
- Serving as a physical point-person to connect with campus patrons, including students, faculty, and staff
- Assisting in managing scheduling and bookings of space
- Engaging in promotional activities including tabling, developing social media posts and advertising materials, assisting with student and faculty orientations
- Liaising with other university departments to promote MFC services and offerings
- Assisting Spiritual Care Multi-Faith Centre (SCMC) coordinator in ascertaining the degree of spiritual health needs among learners
- Helping to establish and develop connections with various faith and spiritual communities on campus, including external members
- Connecting with Student Services at Bannatyne Campus(SSBC) staff for input and potential collaborations
- Other duties as assigned

Competencies/Skill and Learning Outcomes:

The student will have gained the ability to...

Written communication

- Professionally communicate with students, staff and faculty utilizing correct grammar, punctuation and spelling.
- Condense information/produces concise summary notes accurately

Oral Communication

- Ask and answers questions, clarify, and summarize what others are communicating
- Confidently facilitate promotional and orientational sessions for fellow students on spiritual health-related services

Teamwork

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

Planning and Organizing

- Self-initiate, self-motivate and self direct with the ability to work independently
- Proactively plan and manage work; monitor results through to successfully complete plans

Problem Solving Skills

- Problem solve strategies to identify and resolve problems, issues and determine solutions including consultation where appropriate

Analysis and research

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

Personal Management

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

Digital Technology

- Perform basic computer tasks such as creating documents, saving files, and sending email, creating social media posts
- Implement knowledge and application of social media content creation

Job Requirements:

Ideal candidate would have an interest in spiritual health and its role in the enhancement of post-secondary life, a desire to engage with and learn about the distinctives of various faith traditions and needs among religious communities, as well as the following:

- An understanding of existing health & wellness-related campus supports
- Knowledge of cultural competency and commitment to advocating for holistic wellness
- Experience working with diverse populations
- Strong Microsoft Word and Excel skills
- Have proof of a 2025-2026 government student aid package of at least \$2,000; or, proof of 2025-2026 Indigenous band sponsorship, Metis Nation post-secondary funding, or disability funding.
- Be registered at the University of Manitoba as a full-time undergraduate or graduate student in both terms (Fall 2025 and Winter 2026).
- 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.

Salary: \$17.00/hour

Start/End Date: 09/29/258 – 03/31/26

Indigenous Student Career Service Advisor (78985) – Career Services

Job Location: On-campus / 474 University Centre

Job Description:

Duties will include:

- Support the Indigenous Career Consultant with program development and employer liaison.
- Take a leadership role in the marketing and promotion of the Indigenous Career Mentor Program.
- Support outreach initiatives focused on indigenous student engagement and promotion of career development and experiential learning opportunities.
- Conduct industry and career literature research and support the update and development of resources.
- Provide initial assessment, clarifies individual need(s) and provide information on career services.
- Provide information on job search strategies, career planning and interview preparation.
- Guide and educate students on resume and cover letter development.
- Direct students to career information resources.
- Provide referrals to academic advisors and student service offices.
- Provide general guidance to individuals who are unfamiliar with the University of Manitoba.
- Participate in special events (e.g. orientation for incoming students) by supporting information booths.
- Perform other duties as assigned.

Competencies / Skill and Learning Outcomes:

Only First Nation, Metis or Inuit Person(s)

Competencies Gained:

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:

Qualifications:

- Must be Indigenous (First Nation, Inuit, Metis).
- Must be registered at the University of Manitoba as a full-time undergraduate or graduate student.

EDUCATION:

- May be enrolled in any program at the University of Manitoba.
- Preference given to students interested in working social services, education or human resources.

EXPERIENCE:

- Prior experience in human services would be an asset.
- Prior experience with marketing and communications, including social media, would be an asset.
- Prior experience working or volunteering at UM and in student services would be an asset.

SKILLS & ABILITIES:

- Strong written and oral communication skills.
- Strong organizational skills, with ability to support and mentor these skills with other students.
- Ability to work independently and prioritize tasks.
- An interest in learning about career development and career and labour market resources.
- A keen interest in helping others.
- Desire to join a dedicated team and work in a professional and confidential work environment.

Salary: \$18.00/hour

Start/End Date: 09/17/25 – 03/06/26

Junior Intake Assistant (79069) – Student Accessibility Services

Job Location: 520 UMSU University Centre

Job Description:

- Provide direct assistance to students (in-person, telephone, and via email) that contact the front desk at the Student Accessibility Services office
- Intake and reception duties (gather student information following our intake procedures, schedule appointments, handle medical documentation in accordance with PHIA/FIPPA, create points of contact in our case management system, respond to general questions and inquiries and provide appropriate referrals)
- Administrative tasks (filing, photocopying)
- Assist with projects as assigned by the Intake Assistant and Accessibility Coordinators
- Completes other office tasks as assigned by the Intake Assistant

Oral Communication

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

Written Communication

- Provide information in a coherent and respectful manner 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.

Competencies / Skill and Learning Outcomes:

- Communication - Actively listening to students and staff with the conscious effort to verbally communicate in a respectful and appropriate manner.
- Collaboration - Show respect and care to others, as well as contributing to team projects.
- Cognitive - Problem solving, expressing ideas and gaining knowledge of UM practices, guidelines and policies. Attention to detail for scheduling and sharing information.
- Self-Leadership - Make decisions using problem solving strategies to identify and resolve problems, issues and come up with solutions.
- Leadership - Accept responsibilities for decisions, positive attitude, achieving goals set and responding in timely manner.

Job Requirements:

- Excellent interpersonal skills (verbal and written)
- Ability to work in a confidential and professional office
- Can work independently and as part of a team
- Experience working with people with disabilities
- Can take direction and constructive feedback

Salary: \$17.00/hour

Start/End Date: 09/26/25 – 03/06/26