



WORK-STUDY 2026/2027 JOB BOOK



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WORK-STUDY COORDINATOR

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Administrative/Customer Service/Student Services

#85269 ALTERNATE FORMAT ASSISTANT/INVIGILATOR

Job Location: 155 UMSU University Centre

Job Description:

- The Alternate Format Assistant provide technology-related assistance and training to students with disabilities
- The Alternate Format Assistant will help the Accommodation Programs and Technology Administrator 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: \$17.40/hr

Start/End Date:10/05/2026-04/30/2027

#85265 JUNIOR INTAKE ASSISTANT**Job Location: 520 UMSU University Centre****Duties:**

- 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:

1. Communication - Actively listening to students and staff with the conscious effort to verbally communicate in a respectful and appropriate manner.
2. Collaboration - Show respect and care to others, as well as contributing to team projects.

3. Cognitive - Problem solving, expressing ideas and gaining knowledge of UM practices, guidelines and policies. Attention to detail for scheduling and sharing information.
4. Self-Leadership - Make decisions using problem solving strategies to identify and resolve problems, issues and come up with solutions.
5. 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: \$17.40/hr

Start/End Date: 10/06/2026-03/06/2027

#85264 RECREATION SERVICES STUDENT MEMBERSHIP ASSISTANT (1)**Job Location: 145 Frank Kennedy Centre****Job Description:**

- Monitors departmental email accounts and responds to inquiries in person, by phone, and by email in a timely and professional manner.
- Provides general administrative support, including data entry, record maintenance, reporting, filing, and preparing departmental communications.
- Assists with membership, registration, and facility-access processes, including account updates, cancellations, freezes, renewals, and eligibility verification.
- Supports the preparation and distribution of member, student, and program communications through departmental systems and email platforms.
- Conducts facility tours and provides information about Recreation Services facilities, memberships, programs, services, and amenities.
- Supports customer engagement, outreach, promotional activities, and special events, including orientation and evening or weekend tabling opportunities.
- Troubleshoots routine client concerns, applies departmental procedures, and refers complex or sensitive matters to the appropriate staff member.
- Assists with data collection, tracking, and basic analysis to support membership, program, and operational planning.
- Helps maintain accurate and current departmental resources, including forms, brochures, online information, and internal reference materials.
- Assists with inventory, supplies, equipment setup, takedown, cleaning, and storage.
- Works independently, manages changing priorities, and collaborates with staff across Recreation Services to support day-to-day operations and departmental initiatives.
- Maintains a courteous, inclusive, and professional approach in all interactions.
- Performs other related duties as assigned.

Competencies / Skill and Learning Outcomes:

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

- Demonstrate respect and care. Is open and supportive of the thoughts, opinions, and contributions of others.
- Encourage and engage in reflection and inclusion of diverse perspectives.
- Actively contribute to team projects/tasks; fulfils required roles, participates in discussions to improve effectiveness.
- Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback.
- Explore and interact with knowledge, information, and imagination to generate and express ideas.
- Reflect on outcomes to solve problems and develop original concepts/ deeper understandings.
- Interact with and adapt to changes in technology and how they are used.
- Perform specific technical tasks -i.e.: managing and analyzing information, solving problems.
- Make decisions in accordance with accepted practices and guidelines, using problem-solving strategies to identify and resolve problems or issues and determine solutions.
- Accept responsibility for decisions and display a positive attitude and perseverance.
- Model a strong desire to succeed by demonstrating adaptability to achieve goals.
- Gather relevant secondary data and organize information in a logical manner.

Job Requirements:

- Full-time student at the University of Manitoba in the Fall and Winter academic sessions.
- Demonstrated ability to balance academic and work responsibilities.
- General knowledge of Recreation Services facilities, programs, memberships, and services, or the ability to learn them quickly.
- Excellent verbal and written communication skills.
- Strong customer service and interpersonal skills.
- Ability to work independently, manage priorities, and meet deadlines.
- Must demonstrate a commitment to maintaining confidentiality and protecting sensitive information.
- Ability to work collaboratively as part of a team.
- Proficiency with Microsoft Office (Word, Excel, Outlook) and Google Workspace (Docs, Sheets, Forms, Drive).

- Availability to work evening shifts from 4:00 p.m. to 9:00 p.m., Monday to Friday, with occasional weekend or special-event shifts as required.

Salary: \$17.40

Start/End Date: 09/02/2026-04/30/2027

#85262 SEAD PROGRAM ASSISTANT

Job Location: Fort Garry Campus

Job Description: Student Experience and Development (SEAD) facilitates meaningful experiences that engage and support University of Manitoba students in their self-development and self-discovery.

The SEAD Program Assistant works directly with SEAD Coordinators to develop and administer student-centred programs including student development workshops, training, and events.

Job Responsibilities

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

- Other duties as assigned

Job details

- Fort Garry campus / in person
- 10-15 hours per week during hours of operation (8:30 AM - 4:30 PM, Monday - Friday)
- Note that some evening and weekend work may be required with notice

Competencies / Skill and Learning Outcomes:

- **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.
- **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.
- **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.
- **Time Management and Prioritization:** Sets and negotiates priorities, allocates time effectively, and engages in effective work habits to accomplish personal or professional goals.
- **Initiative:** Independently seeks out and recognizes existing or possible opportunities and challenges, evaluating personal expertise and context to propose or take appropriate action.

Job Requirements:

Eligibility

1. Have proof of a 2026-2027 government student aid package of at least \$2,000; or, proof of 2026-2027 Indigenous band sponsorship, Metis Nation post-secondary funding, or disability funding.
2. Be registered at the University of Manitoba as a full-time undergraduate or graduate student in both terms (Fall 2026 and Winter 2027).
3. Have achieved a satisfactory academic standing with a minimum 2.0 institutional grade point average in their previous academic session (not applicable for new UM students).
4. Be residing in Manitoba throughout the Work-Study employment term.

Note: Students may not hold more than one active Work-study position at a time

Experience

- Experience delivering workshops/presentations, or speaking in front of groups

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

Skills

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

Abilities

- Work independently and take initiative
- Work collaboratively as part of a team
- Desire to support students from a developmental/growth-based lens
- Manage multiple priorities with competing deadlines
- Develop and maintain positive relationships with key stakeholders (including students, faculty, staff, administrators, and community members) from a range of backgrounds
- Maintain privacy and confidentiality of all communications and records, to the extent protected under the law and statements of ethical practice
- Represent the University of Manitoba with the highest level of professionalism at all times

Salary: \$18 per hour

Start/End Date: 10/05/2026-04/30/2027

#85239 STUDENT PROJECT ASSISTANT**Job Location: Asper Career Development Centre**

Job Description: The Asper School of Business Career Development Centre (CDC) is seeking a detail-oriented and self-motivated Student Project Assistant to support the Graduate Employment Survey project.

Working independently during evening hours, you will help collect graduate employment outcomes for undergraduate and graduate business programs through phone outreach and online survey administration. This role combines data management, project coordination, and professional communication to support institutional reporting and accreditation requirements.

This position is ideal for a student who enjoys working independently, staying organized, and managing multiple priorities while contributing to a meaningful research initiative.

Hours: Approximately 4-16 hours per week. Shifts are scheduled flexibly between 4:00 p.m. and 8:00 p.m. on Monday through Thursday. Students determine their own start and end times within this window.

Key Responsibilities:**Graduate Employment Survey Administration**

- Contact graduates by phone to conduct employment outcome surveys in a professional, confidential, and respectful manner.
- Record survey responses accurately in Qualtrics during conversations.
- Follow established outreach procedures while maintaining confidentiality and professionalism.
- Meet established response rate targets through consistent outreach efforts.

Data Management & Quality Assurance

- Maintain and update multiple graduate survey tracking spreadsheets in Microsoft Excel.
- Cross-reference records across multiple data sources to ensure outreach activities are accurately documented.
- Perform data cleaning, filtering, sorting, and validation to maintain high-quality datasets.
- Monitor survey progress across multiple graduate programs simultaneously while ensuring records remain current and accurate.

Project Coordination & Reporting

- Manage progress across multiple survey projects concurrently while prioritizing daily work independently.
- Track project metrics and calculate weekly response rates using Excel.
- Prepare concise weekly status updates summarizing project progress, response rates, and outstanding work.

- Identify discrepancies or issues within datasets and communicate them to the supervisor.

Skills and Qualifications:

- Exceptional attention to detail and accuracy
- Ability to work independently with minimal supervision
- Strong organizational and time management skills
- Ability to manage multiple projects and priorities simultaneously
- Professional verbal communication skills and confidence speaking on the phone
- Strong interpersonal skills when engaging with alumni and graduates
- Proficiency in Microsoft Excel, including sorting, filtering, cross-referencing data, and performing basic calculations
- Comfortable learning and using online survey platforms such as Qualtrics
- Ability to maintain confidential information and exercise sound judgment
- Reliable, accountable, and able to meet project targets and deadlines

Through this role, you'll develop practical experience in:

- Project coordination and independent project management
- Professional communication with alumni and industry professionals
- Survey administration and data collection methodologies
- Data management, validation, and reporting using Microsoft Excel
- Progress tracking through KPIs and response rate monitoring
- Working with institutional data that supports strategic planning and accreditation

Competencies / Skill and Learning Outcomes:

- **Communication Skills** - Develop professional verbal and written communication by conducting graduate employment surveys over the phone, actively listening to participants, recording responses accurately in Qualtrics, and providing concise weekly project updates to the supervisor.
- **Self-Leadership** - Strengthen independence, initiative, adaptability, and time management by organizing work within flexible evening hours, prioritizing competing tasks across multiple survey projects, and taking ownership of meeting weekly response rate targets with minimal supervision.

- **Technological Skills** - Build digital fluency by using Microsoft Excel and Qualtrics to manage survey data, organize records, monitor project progress, and maintain accurate information. Students will learn to adapt technology to efficiently manage and analyze project data.
- **Analysis & Research** - Gain hands-on experience supporting institutional research by collecting primary data through graduate surveys, organizing datasets, maintaining data integrity, and contributing to graduate employment reporting used for strategic planning and accreditation.
- **Numeracy** - Apply quantitative reasoning by tracking response rates, performing calculations, managing multiple datasets, and analyzing project metrics to monitor survey progress and identify trends.
- **Cognitive Skills** - Develop critical thinking and problem-solving skills by identifying discrepancies in survey records, validating information across multiple data sources, and making informed decisions to ensure data accuracy and project quality.
- **Collaboration** - Although the role is largely independent, students will strengthen collaboration by maintaining regular communication with their supervisor, sharing project updates, receiving feedback, and contributing to the overall success of the Graduate Employment Survey project.

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/hr

Start/End Date: 10/01/2026-02/28/2027

#85235 UMVP AND ORIENTATION PROGRAMS ASSISTANT

Job Location: Tier Building

Job Description: Student Affairs Assessment, Communications and Outreach holds responsibility for distinct but interconnected specialty areas - assessment and communications and outreach - that inform and support activities across the Division of Student Affairs. This work includes divisional assessment plans and activities, comprehensive and multi-faceted strategic communications for the division and its comprising units (as well as their programs, supports, and services for students, staff, faculty, and the broader UM Community), and division-wide events and initiatives (e.g. orientations).

The units within SEAS help to create a supportive campus community and learning environment by working in collaboration with senior academic and administrative leaders and student leaders to develop, implement, assess, and evaluate student engagement and success programs, policies, and practices across the institution. This work includes developing, implementing, assessing and evaluating programs, interventions, resources and supports aimed at engaging students in campus and community life, reducing barriers to full participation, facilitating a seamless transition to the first year of study, and developing the knowledge, skills and dispositions critical to success beyond graduation.

Digital Design Assistant support various work units and departments in their digital design needs at the direction of the Digital Designer. 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. Volunteer Management - University of Manitoba Volunteer Program (UMVP) | 55%

- Assist the Transition Events Coordinator (TEC) in aspects of program coordination:
 - Recruitment of volunteers, through the application process, each term.
 - Provide recommendations, for program improvement considerations, to the TEC
 - Assist in applicant intake to understand needs, assesses interests, identify skills and to explore/identify engagement opportunities that support established career planning goals
 - Facilitating, delivering, and coordinating appropriate volunteer training sessions
 - Reviewing, assessing, and providing feedback to volunteers, including goal-setting and reflection with the support of and at the direction of the TEC.
 - Supporting in the regular process program assessments and writing summary reports
 - Assist in the marketing and promotion needs of UMVP
- Assist with organizing, training and preparing volunteers for the planning and execution of events under the guidance of the TEC through the creation of:
 - Volunteer plans for events

- Volunteer training resource packages
- Assignment/scheduling of volunteers
- Volunteer recognition events and items (e.g. wrap up event, award nominations, keeping details organized for the TEC to write letters of reference)
- Assist with the coordination of volunteers and be an exemplar role model on event days.

B. Program Planning and Special Events - Orientation Events | 35%

- Assist in the planning and implementation of orientation events.
- Review and revise event plan and timeline, as required, with the Transition Events Coordinator.
- Support orientation market strategy in coordination with the Orientation committee.
- Suggest evaluation and report recommendations.
- Assist with the gathering and sharing of Student Affairs divisional content on Student affairs social media accounts
- Connect with students' associations around campus to determine involvement in orientation programming, at the direction of the Transition Events Coordinator.
- 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) and other UM communication tools.
- 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 assistance 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:

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:

- Be a full-time student, qualifying for Work-Study during the 2026-2027 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.
- Interested in helping students and learning about Student Affairs and its departments, units and offices.
- A keen interest in volunteerism and developing volunteerism at the University of Manitoba
- Proficiency in Microsoft software suite with emphasis on Excel, Word and Outlook.
- Experience Coordinating volunteers is an asset.
- Experience working with diverse stakeholder groups is an asset.

SKILLS and ABILITIES:

- Very good verbal and written communication skills.
- Ability to manage difficult conversations with diplomacy and tact.
- Ability to work independently and with groups.
- Attention to detail.
- Demonstrate creativity in marketing, events and front-end web solutions.
- 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: 09/14/2026-03/05/2027

#85212 CUSTOMER SERVICE REPRESENTATIVE

Job Location: Joe Doupe Recreation Centre

Job Description: To provide quality customer service at the Joe Doupe Recreation Centre, University of Manitoba located at the Bannatyne Campus. DUTIES INCLUDE:

1. Respond to in-person & telephone enquires regarding memberships, Recreation Services Programs
2. Manage customer concerns
3. Data enter membership & program registration into Intelli database
4. Process sundry item sales and payments through a Class Point of Sale System
5. Perform facility inspections & respond to inappropriate client behaviour
6. Contact customers for changes in programming
7. Contact customers regarding locker renewals. Clean out lockers as required
8. Distribute equipment to members and staff as appropriate
9. Perform opening & closing duties, balance cash drawer on shift by shift basis, reconcile any variances, and prepare nightly deposit reconciliations
10. Equipment cleaning, laundry and spray bottle refills
11. Perform other related duties as assigned or required

Competencies / Skill and Learning Outcomes:

- Develop interpersonal skills while working with a diverse population.
- Working as part of a team to deliver excellent customer service.
- The opportunity to work on other facility related administrative projects.

Job Requirements: Minimum one year of directly related customer service and office experience which includes data entry, balancing money and sales, preferably in a fitness-related environment. An acceptable equivalent combination of experience may be considered. Familiarity with cash handling and Point of Sale system required. Must have level C CPR. Effective problem solving, interpersonal and verbal and written communication skills, with a solid client-service focus. Must have ability to function well in a team as well as independently. Must be a full-time Student (min. 60% course load during each semester). Must be comfortable working shift work during the hours of 6am to 10:30pm Monday to Friday, and 8:00am to 8:00pm on weekends.

Salary: \$16.90/hr

Start/End Date: 09/01/2026-03/31/2027

#85202 CAREER MENTOR PROGRAM ASSISTANT

Job Location: In-Person (474 University Centre) with potential for some Remote Work

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

The position includes the following duties:

- Facilitating program orientation sessions with students
- 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: \$18.00

Start/End Date: 09/17/2026-03/06/2027

#85201 INDIGENOUS STUDENT CAREER ADVISOR

Job Location: 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: 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/hr

Start/End Date: 09/17/2026-03/06/2027

#85199 STUDENT ENGAGEMENT ASSISTANT (1)

Job Location: 12 Migizii Agamik

Job Description: The Student Engagement Assistant will primarily work at the Indigenous Student Centre (ISC) front desk and with ISC program coordinators when needed to help with set up, organization and facilitating/hosting program meetings. Indigenous Student Centre programs can be viewed at <http://umanitoba.ca/student/indigenous/>. Student Engagement Assistants will also have the opportunity and be encouraged to take part in campus and unit activities or ceremonies to gain cultural and traditional knowledge as part of their learning and development.

Skills that will be developed are effective communication, networking, strategic referral making, active listening, interpersonal skill building, organizational skills, cultural learning and program planning and/or facilitation (assist with hosting).

Program related duties may include:

- Assist with organization of program meetings
- Assist with facilitation of program meetings
- Facilitate group discussions
- Contact other units on campus and invite to present at program meetings
- Assist with the organization of student events in Migizii Agamik for ISC staff members
- Volunteer at Indigenous-focused cultural events for cross-cultural learning
- Contribute to the campus community and volunteer in the community with ISC staff or campus community members
- Other duties as assigned

Program related duties may include:

- Assist with organization of program meetings
- Assist with facilitation of program meetings
- Facilitate group discussions
- Contact other units on campus and invite to present at program meetings
- Assist with the organization of student events in Migizii Agamik for ISC staff members
- Volunteer at Indigenous-focused cultural events for cross-cultural learning
- Contribute to the campus community and volunteer in the community with ISC staff or campus community members
- Other duties as assigned

For the general duties that support the regular operation of the Indigenous Student Centre, duties include:

- Providing front desk coverage for lunch hours or absences of front desk staff
- Welcoming students and visitors
- Screening and directing calls and emails
- Scheduling appointments for ISC Student Advisors and Elders-in-Residence
- Providing on campus and/or community referrals
- Booking Migizii Agamik spaces
- Producing correspondence and documents
- Assisting with ISC related events
- Ensuring posting boards are up to date, etc.
- Perform other duties as assigned, including at the Graduation Pow Wow if continuing in the role in the summer.

Front desk coverage is during regular business hours. Program meetings are held on a regular basis in both terms. Meeting times vary and this position may include evening and weekend work. Working at program meetings is not mandatory, but as your schedule allows.

Competencies / Skill and Learning Outcomes:

Written Communication

- Effective email writing and 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
- Communicate with others in a variety of settings and methods (in person, email, program or staff meetings)

Teamwork

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

Leadership

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

Presentation Skills

- Present basic information to one or more people using required technology, appropriate resources and effective communication

Personal Management

- Ability to prioritize tasks and demonstrate professionalism in any situation or setting

Job Requirements:

Applicants must have successfully completed a minimum of at least 18 credit hours

- Have an interest in working with Indigenous students in all levels of study
- Must be organized and willing to co-host meetings
- Must be friendly, have excellent customer service and basic computer skills
- Must be willing to show initiative and able to work independently
- Student applicants must meet the following requirements:
 - Full-time student during the 2026-27 school year (9 credit hours each for Fall/Winter terms)
 - Returning to full-time study in Fall 2027
 - GPA of at least 2.0

Important: Financial aid documentation is required for the fall/winter period.

Salary: \$20/hour

Start/End Date: 09/29/2026-03/27/2027

#85193 EXPERIENTIAL LEARNING AWARD (ELA) PROGRAM ASSISTANT

Job Location: 109 UMSU University Centre - Fort Garry Campus

Job Description: The Experiential Learning Award (ELA) program assistant supports the ELA Coordinator in the administration and promotion of the ELA.

Duties will include:

- Supporting the revisions and leading the administration of the Experiential Learning Award in Winter 2027.
- Preparing promotional materials for Experiential Learning Award by writing articles and creating physical and digital graphics (digital slides, posters, graphics, etc.) and working with campus partners to promote the Experiential Learning Award
- Managing communication channels related to the award, such as a shared mailbox and website.
- Liaising and collaborating with staff members and students who are members of the Experiential Learning Award Selection Committee
- Helping applicants with the application process via email or in-person / virtual meetings, providing feedback on submitted applications during application period, and reviewing applications for eligibility and completeness.
- Gathering feedback and recommending improvements to the award administration process.
- Covering the Connection Desk when necessary
- Other duties as assigned, within the scope of your role

Job details

- On campus / in person, with some flexibility of occasional remote work
- 6-10 hours per week in the Fall 2026 semester, 10-15 hours per week in the Winter 2027 Semester
 1. Hours between 8:30 - 4:30 pm, Monday to Friday
 2. Some evening and weekend work may be optional for additional hours, with ample notice
- Ideal start date for this position is September 21st, 2026

Competencies / Skill and Learning Outcomes:

- Verbal communication
 1. Gather information by asking thoughtful and clarifying questions
 2. Communicate clearly and professionally with peers and campus partners
- Written communication

1. Review applicant submissions using an established criteria and provide feedback when necessary
 2. Write clear, professional emails and other informational pieces for the ELA program.
 3. Prepare feedback summaries and administration reports as needed.
- Managing Projects and Work Plans
 1. Develop and follow through with project plans to support program delivery.
 2. Manage tasks accordingly to meet deadlines and changing priorities.
 - Creativity
 1. Contribute creative ideas to promote the ELA
 2. Identify opportunities to improve administrative processes and participant engagement.
 - Decision Making
 1. Apply established criteria to make consistent decisions on applications received.
 2. Escalate situations when appropriate.

Job Requirements:

- Eligibility
 1. Must meet the eligibility requirements of the Work-Study Program.
 2. Must have completed at least two semesters at the University of Manitoba
- Experience
 1. Experience gathering information and feedback from students and campus partners.
 2. Experience assisting with the facilitation of workshops is considered an asset.
- Skills and Abilities
 1. Interest in supporting peers engage in experiential learning through reflection.
 2. Excellent computer skills, including use of Microsoft products (specifically Teams and Outlook)
 3. Strong written and verbal communication skills, with confidence in writing professional emails, or interest in writing promotional pieces, public speaking, presenting,
 4. Excellent interpersonal skills, including the ability to actively listen, ask thoughtful questions, and guide students through application processes.

5. Creativity and initiative in promoting, marketing, and communicating a program to the public.
6. Strong organizational ability and time management skills
7. Ability to work and make decisions independently when needed.
8. Professionalism and ability to manage a range of inquiries from campus partners and students

Salary: \$18 per hour

Start/End Date: 09/21/2026-04/30/2027

#85174 STEM OUTREACH & PROGRAM ASSISTANT

Job Location: Fort Garry

Job Description: WISE Kid-Netic Energy is a non-profit STEM outreach program based in the Price Faculty of Engineering at the University of Manitoba. We inspire youth to explore science, technology, engineering, and mathematics (STEM) through hands-on learning experiences delivered in schools, communities, camps, clubs, and special events across Manitoba.

The STEM Outreach and Program Assistant will support the planning, evaluation, and promotion of STEM programs that engage youth from diverse backgrounds, including girls, Indigenous youth, Black youth, gender-diverse youth, newcomers, and youth from rural and northern communities. This position offers meaningful experiential learning for students interested in education, engineering, science, community development, social innovation, communications, and program management.

Key Responsibilities

- Assist with preparation of STEM workshop materials, kits, and supplies to support program delivery at schools, community organizations, clubs, camps, and special events.
- Assist with participant registration and data management.
- Support social media, promotional activities, and community outreach initiatives.
- Collect, organize, and summarize participant feedback and program evaluation data.
- Assist with inventory management
- Conduct research on STEM education resources, community partnerships, and program opportunities.
- Support the coordination of signature events such as Go Eng Girl, Girls in STEM Club, Black Youth in STEM initiatives, and other outreach programs.
- Perform general administrative and project support duties as assigned.

What the Student Will Gain

By the end of the placement, the student will:

- Gain hands-on experience in program coordination and community outreach.
- Develop professional communication and facilitation skills.
- Build experience working with diverse communities and stakeholders.
- Learn principles of accessible and inclusive STEM education.
- Strengthen project management, event planning, and data analysis skills.
- Expand knowledge of non-profit operations and educational programming.

Competencies / Skill and Learning Outcomes:

Through this position, students will gain experience in the following competency areas identified by the University of Manitoba Work-Study Program:

Communication

- Actively communicate with youth, educators, families, and community partners.
- Develop professional written and verbal communication skills.

Collaboration

- Work effectively with a diverse team of student instructors, staff, volunteers, and partners.
- Contribute to projects and support shared program goals.

Social Responsibility

- Promote equitable access to STEM education for underrepresented youth.
- Support inclusive and accessible learning environments.

Cognitive Skills

- Apply problem-solving and critical thinking skills in program planning and delivery.
- Adapt activities to meet diverse learning needs and contexts.

Technological Skills

- Utilize digital tools for communication, data management, and program administration.
- Gain experience with educational technologies and digital resources.

Analysis and Research

- Collect and organize program participation and evaluation data.
- Assist with reporting and identifying trends and opportunities for improvement.

Self-Leadership

- Demonstrate initiative, accountability, adaptability, and effective time management.

Leadership Practices

- Support and facilitate group activities.

Develop confidence in mentoring and engaging youth participants

Job Requirements:

Required

- Current University of Manitoba undergraduate or graduate student.
- Strong verbal and written communication skills.
- Strong organizational and time management skills.
- Ability to work independently and collaboratively within a team environment.
- Experience using Microsoft Office applications (Word, Excel, PowerPoint, Outlook).
- Interest in STEM education, community engagement, or youth programming.

Assets

- Experience working with children and youth.
- Experience volunteering in community organizations, camps, clubs, or educational programs.
- Knowledge of social media platforms and digital communications.
- Experience collecting, organizing, or analyzing data.
- Knowledge of STEM disciplines, engineering, science, coding, or technology.

Salary: 17.00/hr

Start/End Date: 09/21/2026-03/05/2027

#85153 COMMUNITY ENGAGEMENT STUDENT ASSISTANT

Job Location: Hybrid with a flexible work schedule

Job Description:

- Assist in the development and delivery of health and education programs for youth and Elders in various First Nation communities.
- Participate in the College's twice-annual retreat "Kiga mamō anokimin onji minoayawin / Ka mamawī atoskatenow minoyawin / We will work together for health and wellness." This network includes 16 First Nation communities and has engaged over 85 students from various disciplines since 2017. Assist with post-event reporting and documentation.
- Support the coordination of initiatives such as the Grow Our Own Specialist in Education (G.O.O.S.E.) project and northern cohort projects.
- Help plan, coordinate, and execute the Youth Conference scheduled for Fall 2026.
- Participate in cultural activities, community events, and campus engagement opportunities.
- Attend and contribute to community meetings, project planning activities, and collaborative discussions.
- Assist with literature reviews, grant and proposal writing, and the preparation of summary reports.
- Create digital and promotional materials for workshops, events, and community engagement initiatives.
- Process travel and expense claims related to projects and events using Concur.
- Collaborate with College of Rehabilitation Sciences employees and partners to support community engagement initiatives, including updates to the College's "Community and Partners" webpage.
- Provide general administrative and project support related to community engagement activities and initiatives and assist the College of Rehabilitation Services main office as needed.

Competencies / Skill and Learning Outcomes:

Communication Skills:

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

Social Responsibility Skills:

- Encourage and engage in reflection and inclusion of diverse perspectives.

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

Collaborative Skills:

- 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.

Leadership Skills:

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

Job Requirements:

- **Strong Interpersonal Skills:** Must be able to communicate respectfully and effectively with youth, Elders, and community members from diverse cultural backgrounds.
- **Reliability and Professionalism:** Must be dependable, punctual, and able to work independently and as part of a team while maintaining a professional attitude.
- **Flexibility:** Must be able to adapt to a variety of tasks, schedules, and environments, including participating in occasional evening or weekend cultural activities or events.
- **Cultural Awareness:** Demonstrates an understanding of and respect for cultural protocols, particularly when working with Indigenous communities and Elders.
- **Organizational Skills:** Must be able to manage time effectively, keep accurate records, and complete assigned tasks within required deadlines.

Salary: \$21.00 per hour plus 6% vacation pay

Start/End Date: 09/21/2026-03/31/2027

#85152 BANNATYNE CAMPUS MULTI-FAITH CENTRE PROGRAM ASSISTANT-STUDENT AFFAIRS

Job Location: Bannatyne Campus

Job Description: In this role, the successful applicant would be working 10.5 hours per week to assist with the operation of services, including the planning and promotion of programming, hosted in the Bannatyne campus Multi-Faith Centre . This role requires the successful candidate to work on campus, collaboratively as part of a multi-disciplinary team, but also independently as direct supervisor is located primarily on the Fort Garry campus.

This role would include assistance with the following key responsibilities:

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

Competencies / Skill and Learning Outcomes:

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

- Experience with use of and design of documents in Canva and social media platforms, especially Instagram
- Have proof of a 2026-2027 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 2026 and Winter 2027).
- 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/hr

Start/End Date: 09/28/2026-04/23/2027

#85118 GALLERY ASSISTANT, SCHOOL OF ART GALLERY

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 4-8 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 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;
- assist in the organization and proper storage of artworks in our storage vault;
- input collection records in the collections management system.

Duties:

- assist with inventory and condition reporting of artworks in the permanent collection;
- assist in auditing, updating, and uploading records in the permanent collection database;
- photograph artworks and scanning documents from artwork acquisition files;
- assist with simple artwork conservation/framing projects;
- assist with installation of exhibitions and setting up of events;
- greet Gallery visitors, provide 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: The ideal candidate should be:

- detail orientated and well organized;
- possess excellent oral and written communication skills;
- a team player;
- computer literate, able to work in both Mac and PC environments (familiarity with Microsoft Office and Adobe Creative Cloud applications is an asset);
- experienced with handling and hanging artwork in a variety of media, and physically capable of doing so.

Preference will be given to School of Art students enrolled either in Art History or Studio degree programs.

Salary: 18.00

Start/End Date: 09/21/2026-04/12/2027

#85109 PEER INVOLVEMENT ADVISOR

Job Location: Fort Garry Campus

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

Duties will include:

- Peer involvement advising
 1. Meet one-on-one with UM students to help them discover opportunities for getting involved on campus based on their individual needs
 2. Assist students in navigating their Experience Record, the Experience Catalogue, and UMConnect including finding experiences, accessing records, adding experiences to their record, and applying to get experiences published on the Catalogue
 3. Maintain confidential notes for all Peer Involvement Advising meetings that adheres to institutional privacy policies and FIPPA/PHIA
- Outreach and promotion
 1. Promote PIA services, the Experience Catalogue, the Experience Record, and SEAD programs by participating in university-wide events (e.g. service announcements or tabling at Orientation)
 2. Co-facilitate service presentations for groups and programs that offer opportunities for student involvement or experiential learning on campus
 3. Plan and implement initiatives to promote student involvement both virtually and in person. This may involve organizing casual drop-in events to promote Peer Involvement Advising services, showcase experiential learning activities, and foster community spaces centered on experiential learning. Additionally, initiatives may include social media campaigns, such as Instagram takeovers, to further engagement.
- Program support and admin
 1. Assist with the development and maintenance of user guides, instruction manuals, and other program materials
 2. Manages 'Get Involved' boards across the Fort Garry campus and handles requests from UM Community members to promote experiences through these boards
 3. Create and maintain contact lists for future communications and outreach efforts

4. Assist with monthly data reporting and record maintenance
- Other
 1. Engage in ongoing training and personal/professional development during work hours
 2. Specific or additional projects could be determined based on interests / experience / skill
 3. Other duties as assigned

Competencies / Skill and Learning Outcomes:

Communication

- Verbal: Ask and answer questions, clarify, and summarize what others are communicating; provide clear explanations and directions
- Written: Summarize information, write documentation and reports that are logically structured, and adapt writing style in consideration of audience
- Presenting and facilitating: Present information to one or more people using appropriate resources and vocabulary

Collaboration and teamwork

- Actively contribute to team projects/tasks; fulfils required roles, accept and share responsibility.
- Demonstrate respect and care; remain open and supportive of the thoughts, opinions, and contributions of others.
- Learn from constructive criticism and give positive and constructive feedback.

Cognitive skills

- Decision making and planning: anticipate the unexpected and respond quickly to sudden changes in circumstances.
- Problem-solving: use strategies to identify and resolve problems and determine solutions.
- Creativity: Explore and interact with knowledge, information, and imagination to generate and express ideas

Social responsibility

- Demonstrate engagement and actions towards a more compassionate and sustainable world.
- Encourage and engage in reflection and inclusion of diverse perspectives.

Personal Growth

- Learn, understand, and reflect about oneself to further one's personal and professional development

- Embrace new opportunities, learn continuously, and identify importance in job tasks

Job Requirements:

Eligibility

- Have proof of a 2026-2027 government student aid package of at least \$2,000; or, proof of 2026-2027 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 2026 and Winter 2027).
- Have achieved a satisfactory academic standing with a minimum 2.0 institutional grade point average in their previous academic session (not applicable for new UM students).
- Be residing in Manitoba throughout the Work-Study employment term.

Experience

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

Skills

- Working knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Exceptional interpersonal and customer service skills
- Excellent verbal and written communication skills
- Effective time management and organizational skills
- Effective meeting and record keeping skills

Abilities

- Work independently and take initiative
- Work collaboratively as part of a team
- Manage multiple priorities with competing deadlines
- Develop and maintain positive relationships with key stakeholders (including students, faculty, staff, administrators, volunteers, and community members) from a range of backgrounds
- Maintain privacy and confidentiality of all communications and records, to the extent protected under the law and statements of ethical practice

- Be an exemplary student leader among student leaders, and represent the University of Manitoba with the highest level of professionalism at all times

Salary: \$17.00

Start/End Date: 10/12/2026-03/26/2027

#85090 RO STUDENT SERVICES ASSISTANT

Job Location: 400 UMSU University Centre

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

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

Competencies / Skill and Learning Outcomes:

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

- Professional development
 - Develop interpersonal skills while working with a diverse population.
 - Follow university protocols to ensure the effective delivery of the unit's services.

Job Requirements:

- Strong interpersonal skills, and a keen interest in helping students.
- Ability to work with a diverse and broad spectrum of university students, staff, faculty, and alumni.
- Exceptional written and oral communication skills.
- Demonstrated ability to prioritize multiple tasks with strong organizational skills, and great attention to detail.
- Solve problems and effectively make good decisions.
- Proficient use of Microsoft Office, Teams, Outlook.
- Intermediate knowledge of university's policies and procedures.
- Ability to maintain privacy and confidentiality of all communications and records, according to PHIA/FIPPA regulations.
- Knowledge and experience using Aurora Student.
- Ability to work independently and in a team environment.
- A desire to join a dedicated team and work in a professional and confidential work environment.
- Preference will be given to students with experience working in a customer service setting.

Salary: 17.00/hour

Start/End Date: 09/21/2026-02/28/2027

#85080 ACCOUNTING ASSISTANT

Job Location: Faculty of Architecture, 201 Russell Building

Job Description:

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

Competencies / Skill and Learning Outcomes:

Numeracy

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

Analysis and Research

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

Oral Communication

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

Teamwork

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

Problem Solving

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

Planning and Organizing

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

Digital Technology

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

Personal Management

- Manage time and competing priorities effectively.

Job Requirements:

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

Salary: \$19 per hour

Start/End Date: 09/21/2026-12/04/2027

#85060 CANADIAN CULTURE HOST

Job Location: International Centre

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

The Canadian Culture Host will help create a welcoming, globally connected campus by hosting fun, low-pressure conversation groups and Ask-Me-Anything sessions that bring local and international students together. Canadian Culture Hosts will spark discussions on culture, student life, travel, food, humour and Canadian experiences fostering an environment of cultural sharing, intercultural communication skills, curiosity and empathy. This role is ideal for someone who enjoys meeting new people, sharing their perspectives and being part of a vibrant, diverse community.

Key Responsibilities:

- Host or co-host weekly conversation groups on rotating themes (e.g., Canadian life, global pop culture, food traditions, travel stories, student life).
- Have a designated theme planned for each hosted week, ability to have organic conversation, presentation-style or gamified activities
- Facilitate Ask Me Anything sessions where students can ask questions about Canadian culture, university life, or global perspectives in a respectful, open environment.
- Encourage participation and help create a friendly, inclusive, low-pressure atmosphere.
- Share your own experiences and learn from other cultures
- Collaborate with Student Ambassador team and Program Assistant to plan intercultural activities.
- Help promote events through word-of-mouth, social media, and student networks.
- Attend short training sessions on intercultural communication, facilitation skills, and inclusive practices.
- Provide feedback to program staff to improve future sessions.

Group Features:

- Micro-groups (5-8 students per navigator)
- Co-facilitation with staff for sensitive topics (e.g., mental health, career).
- Peer-led storytelling to normalize challenges and share lived experience.
- Cross-cultural events that mix domestic and international students intentionally.
- Designated "office hours" for drop-in questions.

Examples of themes:

- "Canadian Life 101: Ask Me Anything"
- "Winter Hacks & Winnipeg Survival Tips"
- "Food From Home: What We Miss, What We've Tried"
- Favourite cuisines and restaurants in Winnipeg

Competencies / Skill and Learning Outcomes:

1. COMMUNICATION - Active Listening, Verbal Communication, Written Communication, Presenting and Facilitating, and Multilingualism. Actively listen to others with the conscious effort to verbally communicate in a respectful and appropriate manner. Communicate with understanding personal and diverse perspectives within societal and cultural contexts. Present basic information to one or more people using appropriate resources and vocabulary in varying languages such as English, French, Indigenous Languages, Other Languages, and including non-verbal language. 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.

2. COLLABORATION - Teamwork, Empathy, Managing Conflict, Innovating, and Managing Projects/ Plans

3. SOCIAL RESPONSIBILITY - Anti-Oppression, Ethical Action, Inclusion and Access, Community Engagement, and being a Global Citizen. Demonstrate engagement and actions towards a more compassionate and sustainable world. Encourage and engage in reflection and inclusion of diverse perspectives. Recognize the positionality of other people and foster ethical and collective action for an overall positive impact.

4. PERSONAL GROWTH - Curiosity, Resilience, Lifelong Learning, Well-Being, Career Development Learn, understand, and reflect about oneself to further one's well being. Engage in lifelong, nonlinear, and intentional progression to build oneself for success.

5. SELF-LEADERSHIP - Self-Awareness, Self-Regulation, Initiative, Adaptability, Time Management Make decisions in accordance with accepted practices and guidelines, using problem solving strategies to identify and resolve problems or 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.

6. LEADERSHIP PRACTICES - Articulating Vision and Strategy, Cultivating Safety, Trust and Collaboration, Coaching, Mentoring and Advising, Intentional Advocacy, Mobilizing People and Resources Accept responsibility for decisions and display a positive attitude and perseverance. Model a strong desire to succeed by demonstrating adaptability to achieve goals. Take initiative in leading, supporting, and motivating others in developing individual skills or tasks to achieve goals.

Job Requirements:

- Be a full-time student during the 2026-2027 school year (9 credit hours each for Fall/Winter terms unless there is an accommodation)
- Student may not hold more than 1 active Work-study position during the term
- Must be in good academic standing (minimum 2.5 GPA).
- Completion of at least one year of studies at the University of Manitoba.
- Interest in pursuing international experience is required.

Time Commitment

- 1-2 hours per week for hosting or co-hosting conversation groups, 1-2 hours of preparation per week
- Occasional participation in special events or training sessions.
- Flexible scheduling based on your availability.

Ideal Candidates

- Domestic students who enjoy meeting new people and learning about different cultures.
- International students who have long since adjusted to life in Canada and at UM
- Students who want to build leadership, facilitation, or communication skills.
- Friendly, open-minded individuals who can help create a welcoming environment.

Salary: 16.00

Start/End Date: 09/01/2026-12/18/2027

#85057 INTERNATIONAL CENTRE STUDENT AMBASSADOR

Job Location: Fort Garry Campus

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

The International Centre at the University of Manitoba is seeking a creative, outgoing, and reliable student to join a team of International Centre Student Ambassadors. IC Student Ambassadors will create and share engaging content that highlights international student experiences, promotes events and resources, and builds a welcoming and inclusive online community through our department Instagram account (@um.international). The IC Student Ambassador must be comfortable interviewing, creating reels, developing content and speaking on camera. Create social media graphics according to UM brand and share existing events and workshops on the Instagram page.

The IC Student Ambassador, within a team of 3-4 other members, is expected to manage and schedule social media content for the IC Instagram page. Student Ambassadors would be expected to connect and liaise with various UM and faculty association student groups, look for collaborations on events and cross-promoting events. It's essential to connect with students to gather feedback and suggestions to develop tailored programming to suit the needs and interests of students. The IC Student Ambassador would attend and cover large department events such as Orientation, Welcome Events, Info Fairs, and Mobility fair as needed. In their public capacity would need to convey they are approachable, sociable, friendly and engaging and must act respectful as a representative of the International Centre. Student Ambassadors would also have opportunities to lead social, sport and cultural events as part of our Intercultural Programs. The majority of the students attending events would be international students, but we strive to include all diverse student bodies to attend so that international students can have the opportunity to meet and connect with local students.

Schedule is very flexible and can be easily coordinated within class schedule. Some events may be held in afternoon, evenings or weekends. The work is anywhere from 5 to 20 hours per month, event and availability dependent. Some tasks can be done virtually at a flexible time, whereas other events or meetings would be scheduled during business hours, 8:30-4:30 pm Monday to Friday, one of which would be the requirement to attend biweekly social media strategy meetings.

Social Media (80%)

- Post to social media Instagram account
- Create graphics in Adobe using UM Brand templates
- Do Instagram takeovers, or coordinate with takeover students
- Repost from other departments
- Collaborate with other student ambassadors and staff on marketing and outreach campaigns.
- Monitor trends in student life and international communities to keep content relevant.
- Engage with students by responding to comments and messages in a friendly and professional manner.
- Follow the university's branding and communication guidelines.

Programs & Events (20%)

- Plan, coordinate and lead a variety of student events and activities throughout the year, on campus (e.g. Canadian Museum for Human Rights, Bisons games, Board game café, in house movie night or games nights,

holiday parties)

- Work with UM student groups to both promote IC activities and recruit volunteers and participants
- Have safety plans in place for all off-campus events. Monitor safety at events.
- Public speaking may be required on various occasions, such as at events, at Orientation (emcee), and through social media.
- Participate in special events (e.g. Welcome to the Herd, ICM Info Fair) and staffing information booths providing information on IC programs, events and services.
- Assist in the handling of program participants' registration, ensuring confidentiality of candidates' information & documents
- Complete post-event report after each event the staff is leading.
- Other duties as assigned.

Job Requirements:

Qualifications:

Minimum Formal Education/Training Requirements:

- Full-time student during the 2026-2027 school year (9 credit hours each for Fall/Winter terms unless there is an accommodation)
- Continuing studies in 2027-2028 academic year as full time student would be preferred.
- Must be in good academic standing (minimum 2.5 GPA).
- Completion of at least one year of studies at the University of Manitoba.
- Excellent computer skills including proficiency in Microsoft Word, Power Point and Excel are required.
- Knowledge and proficiency in social media platforms required.
- Interest in pursuing international experience is required.

Experience

- Previous experience in planning and organizing events required.
- Prior volunteer, participant or work experience with an IC program is desired but not essential.
- Previous experience public speaking, to various audiences and group sizes, would be an asset.
- Previous experience working or volunteering at UM events preferred/asset.
- Previous travel and/or cross-cultural experience is required.

Skills

- Excellent interpersonal and communication skills are required.
- Good public speaking skills desired.
- Passion for story-telling and student engagement
- Ability to foster positive relationships with UM student groups, student associations, and UM community groups on campus.
- Must be able to work with students and community members of diverse educational, age, racial, ethnic and cultural backgrounds.
- International experience and additional languages spoken is an asset
- Must have effective time management and organizational skills.
- Work cooperatively as part of a team.

Other Job Related Qualifications

- Must be available within business hours of the International Centre office for team meetings and social media tasks (within the time frame of Monday to Friday, 8:30-4:30 pm). For event scheduling, must also be available for occasional evenings and weekends.

Please note the hours are approximately 0-5 hours PER WEEK, for total of up to 20 hours per month.

Salary: \$16.00

#85056 STUDENT PROGRAM ASSISTANT

Job Location: International Centre

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

The IC requires one Student Program Assistants (SPA) to help with a variety of administrative support for our Advising & Transition

programs, including International Student Orientation, our Intercultural Programs, workshops, and events.

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

The SPAs would be required to gather feedback and input from existing international students on campus to create and offer

events and workshops that students are interested in attending and that build connections in the international student community.

Programs & Events (70%)

- Assist in the planning, coordinating and support in the delivery of the Intercultural Programs at the IC (e.g. MP & LE)
- Participate in the organization, promotion and delivery of International Student Orientation, events, and workshops.
- Plan, coordinate and lead a variety of student events and activities throughout the year, on campus (e.g. Canadian Museum for Human Rights, Bisons games)
- Host a weekly Conversation Group for international students which allows students to practice English, ask questions, get to know Canadian culture and build connections in the international student community and wider UM community.
- Public speaking may be required on various occasions, such as at events, at the Weekly Convo group and at Orientation, including helping emcee to large groups.
- Participate in special events (e.g. Welcome to the Herd, ICM Info Fair) and staffing information booths providing information on IC programs, events and services
- Assist in the recruitment and managing of volunteers ----and help create scripts and task lists to lead the volunteers
- Assist in the handling of program participants' registration, ensuring confidentiality of candidates' information & documents
- Help with assessing applications and with preparation for selection meetings, process application decisions, sort documents, update files and computer records, phoning, emailing, filing etc.
- Ensure accurate data entry of arrival forms and collating documents

- Prepare letters of recognition/certificates for participants in programs
- Provide administrative support as delegated
- Distribute and display print promotional materials
- Work with UM student groups to both promote IC activities and recruit volunteers and participants
- Interact on IC & UM social media channels to promote upcoming IC events.

Social Media (20%)

- Post to social media Instagram account
- Create graphics
- Do Instagram takeovers, or coordinate with takeover students
- Repost from other departments
- Monitor DM's and respond to student inquiries

Reception/Front desk (10%)

- Welcome students, UM staff and visitors to the IC
- Provide direct assistance to students, UM staff and visitors (in person, telephone & email)
- Triage and make referrals on and off campus
- Help students make appointments, and sign in for drop-in appointments

Competencies / Skill and Learning Outcomes:

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

Job Requirements:

Qualifications:

- Be a full-time student during the 2026-2027 school year (9 credit hours each for Fall/Winter terms unless there is an accommodation)
- Student may not hold more than 1 active Work-study position during the term
- Must be in good academic standing (minimum 2.5 GPA).
- Completion of at least one year of studies at the University of Manitoba.
- Excellent computer skills including proficiency in Microsoft Word, Power Point and Excel are required.
- Knowledge and proficiency in social media platforms required.
- Interest in pursuing international experience is required.

Experience

- Previous experience in planning and organizing events required.
- Prior participant or work experience with an IC program is desired but not essential.
- Previous experience public speaking, to various audiences and group sizes, would be an asset.
- Previous experience working in a clerical/office setting would be an asset.
- Previous experience working or volunteering at UM events preferred/asset.
- Previous travel and/or cross-cultural experience is recommended.
- Involvement with volunteer organizations or non-governmental organizations is an asset.
- Must be able to work with students and community members of diverse educational, age, racial, ethnic and cultural backgrounds.

Skills

- Excellent interpersonal and communication skills (both oral and written) are required.
- Good public speaking skills
- Ability to foster positive relationships with UM student groups, student associations, and UM community groups on campus.
- Must be able to demonstrate tact, diplomacy, professionalism, and respect for confidentiality.
- Must have effective time management, record-keeping, and organizational skills.
- Must be able to work independently and to organize, prioritize and complete administrative functions.

- Ability to create engaging and fun social media posts, stories, or "Instagram takeovers".
- Ability to work in a confidential and professional office.
- Assess situations and seek guidance from supervisor for appropriate action.
- Work cooperatively as part of a team.
- Must be available during business hours of the International Centre office (Monday to Friday, 8:30-4:30 pm. However, due to event scheduling, must also be available for occasional evenings and weekends.

Salary:

\$18.00

Start/End Date: 09/01/2026-04/30/2027

#85024 RECREATION SERVICES STUDENT ASSISTANT

Job Location: 145 Frank Kennedy Centre

Job Description: The Recreation Services Student Assistant is responsible for ensuring a positive experience for members and program participants by supporting daily operations, events, and administrative tasks. The Recreation Services Student Leader is responsible for assisting the Recreation Services team execute the following tasks, but not limited to:

- Create and schedule social media content using Buffer and newsletter through MailChimp.
- Assist with content creation for social media, photography, and graphic design projects.
- Update posters, and presentation materials.
- Update brochure racks across campus.
- Assist with organizing events such as Sneaker Day, Get Active, Staff Training, Student Recruitment and Orientation.
- Provide onboarding support for members and program participants.
- Provide facility tours and promote membership/program purchases.
- Distribute and compile feedback surveys for Intramurals, Clubs, and RS programs.
- Assist with climbing discrepancies, facility/club audits, data entry, and compiling reports (e.g., Annual Report, competitor pricing).
- Assist with troubleshooting and resolving customer issues.
- Monitor and respond to department emails.
- Assist with donor outreach for the Climbing Competition.
- Represent Recreation Services in a competent, courteous, and professional manner.

Competencies / Skill and Learning Outcomes:

1. Communication skills - Actively listening to others with the conscious effort to verbally communicate in a respectful and appropriate manner.
2. Social Responsibility skills - Recognize the positionality of other people and foster ethical and collective action for an overall positive impact.
3. Collaboration skills - Teamwork, Empathy, Managing Conflict, Innovating, and Managing Projects/ Plans. Actively contribute to team projects/tasks; fulfils required roles, participates in discussion to improve effectiveness.
4. Cognitive skills - Explore and interact with knowledge, information, and imagination to generate and express ideas.

Job Requirements:

- Be a full-time student during the 2026-2027 school year (9 credit hours each for Fall/Winter terms unless there is an accommodation)
- Has general knowledge of Rec Services' offerings.
- Ability to work and meet deadlines independently.
- Ability to work 15-20 hours per week. Evenings and weekends work may be required.
- Comfortable using social media tools and Microsoft Office/Google Suite.
- Excellent verbal and written communication skills

Salary: \$17.40/hour

Start/End Date: 09/01/2026-03/05/2027

#85022 STUDENT WELLNESS ASSISTANT

Job Location: William Norrie 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 ongoing wellness, harm reduction and illness/injury prevention initiatives at the UM William Norrie Campus. 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:

1. Planning and delivery of quality health and wellness education and programming to the William Norrie Campus community as part of the 'pop-up' Student Wellness Centre at William Norrie Campus 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, social health, sexual health, and harm reduction initiatives for substance use.
2. Representing the Student Wellness Centre at various tabling, orientation and special events as required
3. Health-related communications and messaging for William Norrie Campus students. Emphasis will be on participatory/interactive material and use of social media.
4. Conducting presentations on health topics and/or resources as needed
5. Development and implementation of evaluative measures for these health and wellness programming and initiatives.
6. Meeting and collaborating regularly with the SWC leadership team
7. 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 (and, more specifically, William Norrie Campus learners)
- At least 2 years experience as a student at the William Norrie Campus
- Experience working with diverse and at-risk populations
- Strong Microsoft Word and Excel skills
- Have proof of a 2026-2027 government student aid package of at least \$2,000; or, proof of 2026-2027 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 2026 and Winter 2027).

- 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: \$17.40/hour

Start/End Date: 10/05/2026-03/05/2027

#84986 JUNIOR CONFIDENTIAL INTAKE ASSISTANT

Job Location: 520 UMSU University Centre

Job Description:

- Provide direct assistance to students (in person, telephone and via email)
- Intake and reception duties (gather student information following our intake procedures, schedule appointments, make referrals)
- Administrative tasks (filing, photocopying)
- Assist with projects as assigned by the Confidential Intake Assistant

Competencies / Skill and Learning Outcomes:

Communication Skills- active listening, verbal communication, written communication:

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

Collaboration- teamwork, empathy, managing projects/plans

- 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.

Cognitive skills- creativity, critical thinking, problem solving

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

Technological skills- technological agility, digital information fluency

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

Personal Growth- curiosity, resilience, lifelong learning, well being, career development

- Learn, understand, and reflect about oneself to further one's well being.
- Engage in lifelong, nonlinear, and intentional progression to build oneself for success.

Job Requirements:

- Excellent interpersonal and communication skills (verbal and written)
- Ability to work in a confidential and professional office
- Can work collaboratively as part of a team
- Can take direction and accept constructive feedback
- Excellent organizational, multi-tasking, and time management skills
- Punctual and reliable
- Experience with online calendar programs and databases, preferred.

Salary: \$17.00/hour + vacation pay

Start/End Date: 09/28/2026-03/31/2027

#84949 CULTURAL INTEGRATION ASSISTANT

Job Location: 107 Administration Building (May include work off campus or remote work)

Job Description: The Cultural Integration Assistant (Programs & Outreach) will primarily work with the Cultural Integration Lead to support the planning, coordination, and promotion of Cultural Integration programs and initiatives at the University of Manitoba. This role focuses on communications, creative development, and program delivery, alongside land-based cultural support.

The skills that will be practiced include teamwork, effective oral and written communication, interpersonal skill building, creativity, program planning, presentation preparation and delivery.

Duties may include

- Assist in developing and planning programs, workshops, and events
- Create promotional materials such as posters, social media content, and newsletters
- Support outreach and engagement through social media and other platforms
- Assist at cultural events and programs
- Participate in Indigenous events and gatherings
- Support cultural work at the UM Sweat Lodge and land-based activities
- Harvesting and processing traditional plants
- Help develop program plans and schedules
- Review resource content and suggest improvements

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

Competencies / Skill and Learning Outcomes:

- 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; fulfils required roles, participates in discussion to improve effectiveness.
- Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback.
- Leadership
 - Accept responsibility for decisions and display a positive attitude and perseverance.
 - Models a strong desire to succeed by demonstrating adaptability to achieve goals.
- 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 clarify 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.

Be a full-time student during the 2026-2027 school year (9 credit hours each for Fall/Winter terms unless there is accommodation).

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.

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

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

Salary: 20/hr

#84944 INDIGENOUS LEADERSHIP PROGRAMMING ASSISTANT- EVENT/MEETING COORDINATION AND SUPPORT- BISON SPIRIT**Job Location: Various****Job Description:**

- Help the Program Coordinator transport all necessary equipment, supplies, and materials to and from meeting/event locations.
- Care for and offer smudge to participants if requested or needed.
- Manage the sign-in sheet to ensure all participants have signed in properly.
- Manage sign up sheets and waiver forms at events/meetings for additional opportunities offered through Indigenous Leadership Programming.
- Assist in setting up rooms, including arranging furniture and equipment.
- Ensure rooms and audiovisual (AV) equipment are properly set up for events and meetings.
- Greet guests at events/meetings, ensuring they feel welcomed and comfortable.
- Liaise with caterers to ensure timely delivery and setup for events and meetings.
- Provide on-site support during events/meetings, including running errands and procuring items as needed.
- Troubleshoot any issues that arise during events/meetings to ensure smooth operation.
- Unpack and organize items after meetings, placing them in their designated locations.
- Manage paperwork, such as receipts and invoices from caterers, and provide them to the Program Coordinator.
- Assist in packaging leftover food into takeaway containers for students to take home.
- Clean up tables and catering areas after events/meetings. Ensure venues are left cleaner than they were upon arrival.
- Responsible for taking group photo at end of event/meeting and send photo with program coordinators phone.

Competencies / Skill and Learning Outcomes:

- Liaise effectively with catering services and other vendors.
- Communicate clearly with team members and event/meeting participants.
- Participate actively in team projects and discussions.

- Accept and provide constructive feedback.
- Manage tasks efficiently to meet deadlines.
- Plan proactively and monitor results to ensure successful event/meeting execution.
- Organize supplies and materials in a logical manner.
- Set up and troubleshoot AV equipment.
- Manage logistical aspects of events/meetings, including room setup and cleanup.
- Demonstrate professionalism and adaptability in varying situations.
- Embrace new tasks and learning.

Job Requirements:

- Completion of high school or equivalent program of study.
- Experience in event coordination or a related field is preferred.
- Strong organizational and planning skills.
- Ability to troubleshoot and resolve issues efficiently.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively and support a positive team culture.
- Understanding of the cultural significance of smudging and the ability to offer it respectfully.
- Attention to detail in managing paperwork and logistics.
- Proficiency in setting up and managing AV equipment is an asset.
- Contribute to a positive team culture within the unit, working collaboratively with others and supporting team members.
- Demonstrate empathy: perceive, evaluate, and effectively respond to emotions in others; show sensitivity and understand others' perspectives.
- Demonstrate an adequate understanding of cultural elements important to members of another culture, including history, values, religion, politics, communication styles, economy, or beliefs and practices.
- Use inclusive and respectful language in all communication.
- Identify when and with whom to implement appropriate crisis management and intervention responses, with an awareness of campus resources and processes.

- Maintain an appropriate degree of confidentiality in line with legal requirements, facilitating the development of trusting relationships and recognizing when confidentiality must be broken to protect individuals.

Salary: \$20.00/hour, 0-4 hours per week.

Start/End Dates: 09/21/2026-02/26/2027

#84930 STUDENT OFFICE ASSISTANT (ARCHIVING)

Job Location: Centre on Aging, 338 Isbister Bldg

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

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

List of Representative Duties:

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

Competencies / Skill and Learning Outcomes:

Written communication

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

Oral communication

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

Teamwork

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

Planning and organizing

- Effectively apply organizing and planning skills to manage work.
- Proactively plans and manages work; monitors results through to successfully complete plans.

Problem solving

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

Digital technology skills

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

Presentation skills

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

Personal management

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

Job Requirements:

Education:

- Taken courses in history or archival studies, or related discipline would be preferred.

- Understanding basic project management skills would be an asset.

Experience:

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

Skills & abilities:

- Knowledge of Microsoft Office (Word, Excel, Outlook) is required.
- Knowledge of MS Teams and Adobe PDF is an asset.
- Excellent attention to detail, problem solving, and organizational skills are required.
- Must be able to lift and move materials.
- Ability to operate and/or learn how to operate older technology is an asset.
- Excellent verbal and written communication and interpersonal skills required.
- Ability to follow directions, work independently, manage and prioritize multiple tasks, and organize time is required.
- Ability to synthesize information is an asset.
- Knowledge of gerontological and social science vocabulary is an asset.

Salary: 5-10 hours/week at \$18.50/hour

Start/End Dates: 09/21/2026-03/26/2027

#84944 INDIGENOUS LEADERSHIP PROGRAMMING ASSISTANT- EVENT/MEETING COORDINATION AND SUPPORT- PASWKAMOSTOS WAWIYAW (BISON CIRCLE)

Job Location: Various

Job Description:

- Help the Program Coordinator transport all necessary equipment, supplies, and materials to and from meeting/event locations.
- Care for and offer smudge to participants if requested or needed.
- Manage the sign-in sheet to ensure all participants have signed in properly.
- Manage sign up sheets and waiver forms at events/meetings for additional opportunities offered through Indigenous Leadership Programming.
- Assist in setting up rooms, including arranging furniture and equipment.
- Ensure rooms and audiovisual (AV) equipment are properly set up for events and meetings.
- Greet guests at events/meetings, ensuring they feel welcomed and comfortable.
- Liaise with caterers to ensure timely delivery and setup for events and meetings.
- Provide on-site support during events/meetings, including running errands and procuring items as needed.
- Troubleshoot any issues that arise during events/meetings to ensure smooth operation.
- Unpack and organize items after meetings, placing them in their designated locations.
- Manage paperwork, such as receipts and invoices from caterers, and provide them to the Program Coordinator.
- Assist in packaging leftover food into takeaway containers for students to take home.
- Clean up tables and catering areas after events/meetings. Ensure venues are left cleaner than they were upon arrival.
- Responsible for taking group photo at end of event/meeting and send photo with program coordinators phone.

Competencies / Skill and Learning Outcomes:

- Liaise effectively with catering services and other vendors.
- Communicate clearly with team members and event/meeting participants.
- Participate actively in team projects and discussions.

- Accept and provide constructive feedback.
- Manage tasks efficiently to meet deadlines.
- Plan proactively and monitor results to ensure successful event/meeting execution.
- Organize supplies and materials in a logical manner.
- Set up and troubleshoot AV equipment.
- Manage logistical aspects of events/meetings, including room setup and cleanup.
- Demonstrate professionalism and adaptability in varying situations.
- Embrace new tasks and learning.

Job Requirements:

- Completion of high school or equivalent program of study.
- Experience in event coordination or a related field is preferred.
- Strong organizational and planning skills.
- Ability to troubleshoot and resolve issues efficiently.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively and support a positive team culture.
- Understanding of the cultural significance of smudging and the ability to offer it respectfully.
- Attention to detail in managing paperwork and logistics.
- Proficiency in setting up and managing AV equipment is an asset.
- Contribute to a positive team culture within the unit, working collaboratively with others and supporting team members.
- Demonstrate empathy: perceive, evaluate, and effectively respond to emotions in others; show sensitivity and understand others' perspectives.
- Demonstrate an adequate understanding of cultural elements important to members of another culture, including history, values, religion, politics, communication styles, economy, or beliefs and practices.
- Use inclusive and respectful language in all communication.
- Identify when and with whom to implement appropriate crisis management and intervention responses, with an awareness of campus resources and processes.

- Maintain an appropriate degree of confidentiality in line with legal requirements, facilitating the development of trusting relationships and recognizing when confidentiality must be broken to protect individuals.

Salary: \$20.00/hour, 0-4 hours per week.

Start/End Dates: 09/11/2026-02/26/2027

#84933 PROGRAM ASSISTANT- UM INDIGENOUS BIRDING CLUB

Job Location: Various

Job Description:

- Coordinate and administer four key events during the months of October to February as part of the UM Indigenous Birding Club's seasonal programming:
 1. A community talk led by an Elder or Knowledge Keeper on traditional Indigenous bird knowledge.
 2. A snowy owl search expedition for UM students.
 3. A Wingspan board game night to build community.
 4. The Christmas Bird Count survey at UM, contributing to a national bird monitoring initiative.
- Assist with logistics for each event, including booking space or transportation, creating schedules, confirming speakers, and managing event promotion.
- Create meaningful, culturally grounded content for social media to promote each event, highlight Indigenous language bird names, and celebrate the club's activities.
- Take photos and capture media during events for use in social media posts, stories, and reels.
- Use Canva to design and share content that reflects the identity and purpose of the UM Indigenous Birding Club.
- Collaborate with the Program Coordinator of Indigenous Leadership Programming on planning, communications, and outreach.
- Support efforts to increase Indigenous student engagement with the club and promote connection to land, culture, and wellness through birding.

Competencies / Skill and Learning Outcomes:

- Liaise with various university departments and faculties to coordinate logistics and promote programming.
- Communicate effectively, condensing complex or detailed information into clear, engaging content.
- Write event descriptions, social media captions, and reports using proper grammar and structure.
- Collaborate and contribute actively to a team-based environment.
- Receive and implement constructive feedback to improve outcomes.
- Organize and prioritize tasks to meet multiple deadlines.
- Demonstrate flexibility and problem-solving when plans shift unexpectedly.
- Show initiative in planning and executing successful events.
- Use basic computer tools (Word, Excel, email) and content design platforms (e.g., Canva).

- Recognize the importance of professionalism, accountability, and community representation in all work.

Job Requirements:

- Completion of a high school program or equivalent; a combination of relevant education and experience will also be considered.
- Strong interest in Indigenous knowledge, birding, and environmental stewardship.
- Experience coordinating or assisting with events is an asset.
- Familiarity with bird species and enthusiasm for learning about birds and Indigenous land-based practices.
- Demonstrated ability to create engaging and culturally respectful social media content.
- Experience using Instagram, Canva, and basic analytics tools.
- Ability to work respectfully and collaboratively in diverse and intergenerational team settings.
- Awareness of Indigenous perspectives and values related to the land, language, and community knowledge.
- Use inclusive and respectful communication at all times.

Salary: \$20.00/hour, 0-4 hours per week

Start/End Dates: 09/21/2026-02/26/2027

#84932 SPECIAL EVENTS ASSISTANT & VOLUNTEER COORDINATOR- STUDENT RECRUITMENT

Job Location: Student Recruitment Office, 424 UMSU University Centre

Job Description: 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 future 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 Special Events Assistant and Volunteer Coordinator 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
- Previous experience working with or supervising volunteers preferred
- Availability on Fridays required (morning, afternoon, or full day)

Start/End Dates: 09/25/2026-03/05/2027

#84916 STUDENT RECRUITMENT AND EVENT ASSISTANT

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: \$18.00

Start/End Dates: 09/22/2026-03/20/2027

#84915 STUDENT AMBASSADORS (2)**Job Location: 440 Wallace Building****Job Description:****Responsibilities:**

- Represent the Faculty at events and act as a positive, knowledgeable point of contact.
- Shares faculty and University student experiences, program information and other general information about the faculty and University to prospective students and their parents or guardians.
- Assist with the planning, setup, take down and delivery of events, workshops, and outreach activities.
- Engage with prospective and current students by answering questions and sharing experiences.
- Provide on-site support for outreach initiatives, including school visits, tours, and community events.
- Deliver presentations, lead tours, and facilitate Q&A sessions.
- Collaborate with staff and fellow ambassadors to support the Faculty's student recruitment initiatives.
- Provide general administrative and logistical support for events and programs.
- Perform other related duties as assigned by the supervisor.

Qualifications:

- Current Riddell student in good academic standing (minimum of 24 credit hours completed).
- Strong communication and interpersonal skills. Must remain tact in all forms of communication.
- Must be comfortable having their photos and videos taken and posted through various social media platforms.
- Must have initiative and be willing to promote the Riddell Faculty through various social media platforms including creating regular contents for posting.
- Reliable, flexible, professional, and able to work independently and collaboratively.
- Keen interest in connecting with students and promoting the faculty in events, promotions and outreach.
- Experience in event planning, leadership, public speaking, or social media is an asset.

Competencies / Skill and Learning Outcomes:

- 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.
- Encourage and engage in reflection and inclusion of diverse perspectives
- Learn, understand, and reflect about oneself to further one's well being.
- Engage in lifelong, nonlinear, and intentional progression to build oneself for success.

Job Requirements:

- Must meet all Work-Study program eligibility requirements.
- Must have satisfactory academic standing (minimum 2.0 GPA).
- Must be residing in Manitoba throughout the Work-Study employment term.
- Must be a Canadian citizen or permanent resident.
- Must be able to travel and drive to off campus events.
- Must have a valid MB class 5F driving license.
- Must be able to bend, lift, push light event materials to and from the event location.
- Must be able to work some weekends and evenings.

Salary: 17/hr

Start/End Dates: 09/01/2026-04/30/2027

84909, 84908, STUDENT WELLNESS ASSISTANT (2)

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 ongoing wellness, harm reduction and illness/injury prevention initiatives at the UM Bannatyne Campus. 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:

1. 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, social health, sexual health, and harm reduction initiatives for substance use.
2. Representing the Student Wellness Centre at various tabling, orientation and special events as required
3. Health-related communications and messaging for Bannatyne students. Emphasis will be on participatory/interactive material and use of social media.
4. Conducting presentations on health topics and/or resources as needed
5. Development and implementation of evaluative measures for these health and wellness programming and initiatives.
6. Meeting and collaborating regularly with the SWC leadership team
7. 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 (and, more specifically, Bannatyne campus learners)
- Experience working with diverse and at-risk populations
- Strong Microsoft Word and Excel skills
- Have proof of a 2026-2027 government student aid package of at least \$2,000; or, proof of 2026-2027 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 2026 and Winter 2027).

- 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/hr

Start/End Dates: 10/05/2026-03/05/2027

#84902 STUDENT SERVICES OFFICE ASSISTANT (UP TO 2 POSITIONS)

Job Location: 185 Extended Education, Fort Garry

Job Description: The successful candidate will support the Extended Education Student Services Team. Reporting to the Manager, Student Services, the Student Office Assistant will be primarily responsible for supporting intake of program application documents including entering data into Banner and Lumens, responding to emails in the Student Services inbox, answering phone calls, greeting visitors in the front office, processing payments and printing ID cards. In addition, the successful candidate will support the Student Services team in general office tasks such as filing and supporting special events such as orientation and graduation.

Location: Extended Education (Fort Garry Campus)

Hours: The Student Office Assistant will work up to 35 hours per week, depending on their availability. Specific working hours will be set each term.

Responsibilities:

Intake of Program Application Documents

- Create a student record folder according to guidelines for documents related to a student application
- Save application documents to student record folders as received
- Communicate with appropriate Student Services staff regarding applications
- Use templates for commonly used emails to streamline processes.
- Monitor emails and respond to any questions in a timely and professional manner.
- Ensure documents are filed correctly.
- Use software tools to automate routine tasks and improve efficiency.
- Enter student information in Banner and program spreadsheet, as needed
- Send follow up emails to student to confirm application receipt or notify of missing documents, as needed

Reception

- Greeting and assisting visitors at the front desk of Extended Education
- Answering the general Extended Education phone and responding appropriately to inquiries (including transferring calls to other staff as needed)
- Printing ID cards for students and staff as requested
- Processing payments

Email

- Triage emails received in the general Student Services inbox by tagging to staff or program areas as appropriate
- Respond to inquiries with accurate information to emails as assigned

Other

- Assist with other duties or special events as assigned. Events could include graduation and student orientation.
- Manage time and log hours worked throughout the week.
- Assist Student Services team with general office duties such as filing and archiving records

Competencies / Skill and Learning Outcomes:

Written Communication

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

Team Work

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

Leadership

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

Planning and Organizing

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

Analysis and Research

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

Digital technology skills

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

Personal Management

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

Job Requirements:

- Current enrollment as a full-time student at the University of Manitoba is required.
- Must have satisfactory academic standing (minimum 2.0 GPA).
 - Experience, education, or training working with Indigenous communities is strongly preferred.
 - Experience with the Access Program is preferred.
 - Works independently, showing self-motivation and initiative.
 - Assesses situations and determines appropriate action.
 - Good understanding of telephone and email best practices and etiquette.
 - Outgoing personality; must be comfortable approaching students and staff.
 - Strong written communication skills, excellent grammar and attention to detail.

Salary: \$17.00/hour

#84898 STUDENT ADMISSIONS ASSISTANT (3)

Job Location: Fort Garry Campus

Job Description: This position will assist the Admissions Officers in the processing of undergraduate applications. Duties may include assessing applications, helping Admissions Officers with preparation for selection meetings, processing admission decisions, sorting documents, updating files and computer records, phoning, emailing, filing etc.

Competencies / Skill and Learning Outcomes: In this position students will strengthen their written and oral communication skills. They will have the opportunity to work in a team, learning from constructive criticism and giving positive constructive feedback. They will gain the ability to effectively complete deadlines under pressure and proactively plan and manage work; monitor results to successfully complete plans. In this position the student will learn to anticipate the unexpected and respond quickly to sudden changes in circumstances. They will demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace.

Job Requirements: Applicant must be current students of the University of Manitoba and registered in a minimum of 9 credit hours per term.

Applicants should have a strong attention to detail. They should possess good oral and written communication skills, be task-oriented, and be able to multi-task with minimum supervision. They must be comfortable working in a team. The applicant should possess a professional, friendly, helpful and outgoing attitude with strong customer service skills. They must be mature and a self-starter who is not afraid to ask questions. Experience with Word, Excel, Outlook and Access is preferred. Office experience is an asset.

Salary: \$17.00/hr (\$18.02 with vacation pay)

Start/End Dates: 09/02/2026-04/30/2027

#85274 DISABILITY GRANT PROGRAM ASSISTANT

Job Location: 520 UMSU University Centre

Job Description: Student Accessibility Services is seeking a Disability Grant Program Assistant to assist with the operation of the Canada Student Disability Grant Program. The Program's aim is to educate and support eligible students throughout the federal disability grant application process.

The Program supports eligible students in learning about, applying for, and navigating the federal Canada Student Grants for Students with Disabilities. Through education, individualized guidance, application support, and ongoing follow-up, the Program helps students understand available funding, identify eligible opportunities, complete applications, and meet post-approval responsibilities.

Duties include:

- Respond to student inquiries regarding the federal disability grant programs
- Gather and organize application information in accordance with office procedures
- Assist students in understanding eligibility requirements, documentation requirements, and application processes
- Assist with preparing disability grant applications under the guidance of the Accessibility Coordinator - Canada Student Grant
- Research assistive technology, equipment, and disability-related services to support student recommendations
- Support the delivery of student information sessions and webinars
- Maintain accurate records using Microsoft Lists, Power Apps, and the case management system
- Assist with post-approval processes such as student communications, invoices, reconciliations, and renewal reminders
- Review student-facing resources and recommend improvements to increase accessibility and clarity
- Other duties as assigned

Competencies / Skill and Learning Outcomes:

Written Communication: Prepare clear, professional written communications that are logically structured and contain all relevant information.

Oral Communication: Communicate professionally by asking clarifying questions, explaining information, and responding to inquiries with empathy and accuracy.

Teamwork: Collaborate effectively by contributing ideas, supporting team initiatives, and maintaining respectful working relationships.

Planning and Organization: Prioritize competing tasks, maintain accurate records, and manage workload while meeting established timelines.

Technical Skills: Develop proficiency using Microsoft 365 and the department's case management system.

Presentation Skills: Develop confidence presenting information to individuals and small groups through webinars, information sessions, and student appointments.

Job Requirements:

- Strong written and verbal communication skills
- Intermediate proficiency with Microsoft Office, particularly Outlook, Teams, Excel, and Microsoft Lists
- Excellent organizational skills and attention to detail
- Ability to manage competing priorities and meet deadlines
- Ability to maintain confidentiality and handle sensitive information in accordance with PHIA and FIPPA
- Interest in accessibility, disability inclusion, and student support
- Ability to work independently while contributing positively to a collaborative team environment

This position provides an opportunity to gain experience in accessibility services, government funding administration, client service, assistive technology research, professional communication, records management, and the use of Microsoft 365 and case management technologies. Students will develop transferable skills in collaboration, critical thinking, organization, and problem-solving while supporting equitable access to post-secondary education for students with disabilities.

Salary: \$17.40/hr

Start/End Dates: 10/06/2026-04/30/2027

#85297 CONNECTION DESK STAFF- STUDENT DEVELOPMENTAL STREAM POSITION

Job Location: 109 UMSU University Centre - Fort Garry Campus

Job Description: Connection Desk Staff contribute to the Connection Desk's mission to be a trustworthy and reliable source of information on all things related to Student Affairs and the University of Manitoba. Working out of the Fort Garry Connection Desk (109 UMSU University Centre), they serve as front-facing representatives of Student Affairs and support students, staff, faculty, and community members by providing wayfinding assistance, information on and referrals to offices / services and responding to inquiries and concerns.

Connection Desk Staff may also represent Student Experience and Development (SEAD) at university-wide events to promote SEAD programming and other initiatives related to getting involved.

The Connection Desk is overseen by Student Experience and Development (SEAD) office, which is part of the Career, Community, and Experiential Learning Centre (CCELC) under Student Affairs. For more information, please visit our website: <https://umanitoba.ca/current-students/SEAD>

Duties will include:

Connection Desk Operations

- Interact with community members who approach, send an email to, or call the Connection Desk to address their needs. This may include:
 - Providing wayfinding directions
 - Providing accurate information on UM (and some external) systems, offices, services, supports, policies, procedures, and events and/or referrals when appropriate
 - Consulting with colleagues and escalating concerns to appropriate staff when necessary
- Use internal office applications to track interactions and maintain confidential notes in accordance with institutional privacy policies and FIPPA/PHIA
- Assist with the development and maintenance of internal documents? such as informational pages, user guides, instruction manuals, and other resources for staff
- Assisting with opening and closing the Connection Desk.

Program Support

- Promote getting involved, SEAD programs, the Experience Catalogue, the Experience Record, and other CCELC initiatives by participating in university-wide events (e.g. service announcements or tabling at Orientation)
- Assist with collecting, updating, and promoting relevant information regarding UM (and some external) systems, offices, services, supports, policies, procedures, and events.

- Maintain contact lists for future communications and guidance efforts.
 - o Assist with data collection and record maintenance.

Other

- Engage in regularly scheduled training and personal/professional development during work hours outside the Connection Desk operational hours.
 - o Specific or additional projects could be determined based on interests/experiences/skill.
 - o Other duties as assigned.

Job Details

- On campus / in person
- 6-10 hours / week
 - o Hours between 8:30 AM - 4:30 PM, Monday - Friday
 - o Some evening and weekend work may be required with notice

Competencies / Skill and Learning Outcomes:

- Communication
 - o Verbal communication
 - Ask and answer questions, clarify, and summarize what others are communicating.
 - Provide clear information, explanations, and directions.
 - Interact with a friendly tone and using appropriate resources, vocabulary, and language.
 - o Written communication
 - Summarize information, write documentation and reports that are logically structured, and adapt writing style in consideration of audience.
- Collaboration
 - o Teamwork
 - Work co-operatively with other staff members on projects and initiatives, with a shared goal developing accurate and informative resources for internal and external audiences.
- Cognitive Skills
 - o Problem-solving

- Anticipate the unexpected and respond quickly and professionally to sudden changes in circumstances.
 - Use problem-solving strategies to identify and resolve immediate problems while determining long-term solutions.
- Self-Leadership
 - Self-Regulation
 - Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace.
 - Embrace new opportunities and identify importance in every job/task.

Benefits

- Some of the benefits of becoming front desk staff at the Connection Desk include:
 - Gain valuable employment and leadership experience.
 - Build personal and professional skills that will help in the future.
 - Connect with students, staff, volunteers, and other UM community members and learn about UM systems and resources.
 - Contribute to the success of other students by providing direct support.
 - Contribute to the campus community by promoting inclusive and personable supports for other students

Job Requirements:

- Experience
 - Strong knowledge of campus resources, services, layout, and activities is required.
 - Previous experience in helping/triaging a front desk or in a peer support role (mentor, tutor, etc.) is required.
 - Previous experience working with Microsoft Suite is an asset.
 - Previous involvement in campus activities is an asset.
 - Previous experience in tabling at events is an asset.
 - Previous experience working in an office setting is an asset.
 - Experience with mental health support or crisis intervention is an asset.
- Skills

- Exceptional interpersonal and attentive listening skills.
- Excellent verbal and written communication skills.
- Effective time management and organizational skills.
- Effective digital record management and data literacy.
- Abilities
 - Work independently and take initiative.
 - Work collaboratively as part of a team.
 - Effectively manage multiple and competing priorities.
 - Develop and maintain positive relationships with key stakeholders (including students, faculty, staff, administrators, and community members) from a range of backgrounds.
 - Maintain privacy and confidentiality of all communications and records, to the extent protected under the law and statements of ethical practice.
 - Always represent the University of Manitoba with the highest level of professionalism.

Please note, the Connection Desk is open to the main floor of University Centre (no doors or barriers to the hallway). This is a high-traffic area with very little privacy that can be noisy and full of stimuli. Staff must have the ability/desire to work and interact with others in this kind of environment.

Salary: \$17 per hour

Start/End Dates: 10/01/2026-04/30/2027

Web, Media, Marketing & Design

#85237 WEB AND EVENTS ASSISTANT

Job Location: Tier Building

Job Description: Student Affairs Assessment, Communications and Outreach holds responsibility for distinct but interconnected specialty areas - assessment and communications and outreach - that inform and support activities across the Division of Student Affairs. This work includes divisional assessment plans and activities, comprehensive and multi-faceted strategic communications for the division and its comprising units (as well as their programs, supports, and services for students, staff, faculty, and the broader UM Community), and division-wide events and initiatives (e.g. orientations).

The units within SEAS help to create a supportive campus community and learning environment by working in collaboration with senior academic and administrative leaders and student leaders to develop, implement, assess, and evaluate student engagement and success programs, policies, and practices across the institution. This work includes developing, implementing, assessing and evaluating programs, interventions, resources and supports aimed at engaging students in campus and community life, reducing barriers to full participation, facilitating a seamless transition to the first year of study, and developing the knowledge, skills and dispositions critical to success beyond graduation.

The Web and Events Assistant is responsible for helping Student Engagement and Success to support the University's vision to provide an exceptional student experience by offering more opportunities for students to learn, thrive, grow, and be celebrated. The Web and Events Assistant will directly support the marketing and communications strategy of all Student Affairs departments through updates to their respective websites, help with the planning and coordination of the three annual career fairs, Orientation programming, data entry and report drafting for event evaluations and participation, among many other opportunities to take various roles on Student Affairs and SEaS projects.

A. Digital Communication and Web Updates | 65%

- Make page updates as requested by Student Affairs departments (other content experts) and approved by Outreach Specialists.
- Have or develop an understanding of UM Drupal CMS and UM Intranet (MS SharePoint) CMS.
- Works with content experts and stakeholders to develop, create, update and maintain web content, forms, resources and materials.
- Make recommendations for updates based on user experience and unit needs.
- Develop a broad understanding of all Student Affairs departments and services.
- Assist in the execution of the annual SEaS marketing and Communications Strategy.
- Coordinate marketing material needs and web assets for events working with Digital Design team.
- Distribute and post all marketing material.

- Adapt final event reports for different stakeholder groups (students, employers, staff/student affairs, etc.)

B. Program Planning and Special Events | 25%

- 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.
- Assist with the gathering and sharing of Student Affairs divisional content on Student affairs social media accounts
- Connect with students' associations around campus to promote SEaS and its offices.
- Coordinate with the UMVP team to ensure volunteer needs for major events are met.
- Assist with booking needs for 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) and other UM communication tools.
- Assists with planning, implementation and promotion of all major events and with execution of tasks to support events as needed.
- Provide assistance with all events communication and outreach assistance 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

- **Technological Agility:** Can perform basic computer tasks such as document creation, file saving, email production and sending, while adapting to new technologies in the workplace.
- **Digital Content Creation and Design:** Assists in the maintenance of Student Affairs web presence (umanitoba.ca, UMToday.ca, UMintranet Sharepoint) through accessibility checks, Search Engine

Optimization (SEO) checks and day-to-day content update request; Supports front-end web design (development and layout) with content from content experts.

- Digital information Fluency: demonstrate in depth knowledge of computer software and information technology system, with a keen interest for continued learning and growth in these areas.

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 2026-2027 school year (9 credit hours each for Fall/Winter terms unless there is an accommodation from Accessibility Services); or have been a full-time student in the 2025-26 school year for Summer 2026 Work-Study.
- 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 verbal and written communication skills.
- Ability to manage difficult conversations with diplomacy and tact.
- Ability to work independently and with groups.
- Attention to detail.
- Demonstrate creativity in marketing, events and front-end web solutions.
- 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:** 09/14/2026- 03/05/2027

#85236 DIGITAL DESIGN ASSISTANT

Job Location: Tier Building

Job Description: Student Affairs Assessment, Communications and Outreach holds responsibility for distinct but interconnected specialty areas - assessment and communications and outreach - that inform and support activities across the Division of Student Affairs. This work includes divisional assessment plans and activities, comprehensive and multi-faceted strategic communications for the division and its comprising units (as well as their programs, supports, and services for students, staff, faculty, and the broader UM Community), and division-wide events and initiatives (e.g. orientations).

The units within SEAS help to create a supportive campus community and learning environment by working in collaboration with senior academic and administrative leaders and student leaders to develop, implement, assess, and evaluate student engagement and success programs, policies, and practices across the institution. This work includes developing, implementing, assessing and evaluating programs, interventions, resources and supports aimed at engaging students in campus and community life, reducing barriers to full participation, facilitating a seamless transition to the first year of study, and developing the knowledge, skills and dispositions critical to success beyond graduation.

Digital Design Assistant support various work units and departments in their digital design needs at the direction of the Digital Designer. 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 as directed by the Digital Designer.
- Assists in the coordination, organization and edits of 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.
- 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 Express (or Canva-like online design tools) is an asset. Familiarity with Adobe Creative Cloud tools such as InDesign, Photoshop and Illustrator may additionally be an asset.
- Support in video pre-production and logistics, including scheduling, shot list setup, teardown, and communication.
- Assist with design, scheduling and posting of Student Affairs social media content

- 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 Pro 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 Digital Designer and Lead, Communications and Outreach.
- Suggest evaluation and report recommendations.
- Connect with students' associations around campus to promote SEaS and its offices.

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:

- Be a full-time student, qualifying for Work-Study during the 2026-2027 school year (9 credit hours each for Fall/Winter terms unless there is accommodation from Accessibility Services).
- Be residing in Manitoba throughout the Work-Study employment term.
- Interested in helping students and learning about Student Engagement and Success and its departments.
- A keen interest in design, photography and videography
- Proficiency in Microsoft software suite with emphasis on Excel, Word and Outlook.
- Proficiency in Adobe InDesign, Photoshop, Illustrator and Premiere is an asset.
- Great visual understanding of design fundamentals and design concepts an asset.
- 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: 09/14/2026-03/05/2027

#85207 STUDENT ASSISTANT- CREE LANGUAGE LEARNING APP TESTING & DEVELOPMENT

Job Location: Language Centre (Isbister)

Job Description: The Faculty of Arts Language Centre is seeking a motivated and detail-oriented Work-Study Student Assistant to support the testing, refinement, and ongoing development of an innovative Cree pronunciation learning application.

The Language Centre has developed a pronunciation and speech feedback application that enables students to listen to Cree words and sentences, record their own pronunciation, and receive immediate automated feedback. This project represents an important step toward supporting Indigenous language learning through educational technology and creating a model that can be adapted for additional Indigenous and international languages.

The successful applicant will work closely with the Language Centre to evaluate, improve, and expand the application prior to broader implementation.

The successful applicant will assist with:

- Testing the Cree pronunciation application from a learner's perspective
- Reviewing Cree vocabulary for spelling accuracy and consistency
- Verifying pronunciation recordings and identifying potential errors
- Testing speech recognition accuracy and providing detailed feedback
- Assisting with adding and organizing new vocabulary and learning materials
- Documenting technical issues and recommending improvements
- Working with Language Centre to ensure the application supports effective language learning
- Assisting with quality assurance before wider implementation
- Supporting ongoing refinement of the speech recognition model through language data review

Competencies / Skill and Learning Outcomes: This position provides students with hands-on experience at the intersection of Indigenous language education and educational technology. Students will contribute to an innovative language-learning project while developing valuable professional skills applicable to graduate studies and future employment.

Students will gain experience in:

- Educational software evaluation
- Digital language-learning technologies
- Quality assurance and software testing
- Data organization and management

- Language resource development
- Indigenous language revitalization initiatives
- Research support
- Collaborative project development
- Professional communication
- Problem solving within an interdisciplinary team

Work-Study Competencies

Throughout this placement, students will strengthen competencies including:

- Communication - preparing clear documentation, communicating observations, and collaborating with project supervisors.
- Critical Thinking and Problem Solving - identifying issues, evaluating application performance, and proposing practical improvements.
- Digital Literacy - working with educational software, speech recognition technology, digital language resources, and learning management systems.
- Collaboration and Teamwork - working effectively with Language Centre staff.
- Professionalism - demonstrating responsibility, reliability, confidentiality, and attention to detail.
- Adaptability - responding to evolving project needs and incorporating feedback throughout the testing process.
- Intercultural and Inclusive Practice - contributing to the development of educational resources that support Indigenous language learning and promote respectful engagement with Indigenous knowledge.
- Why Apply?

This is a unique opportunity to contribute to a project that supports Indigenous language learning through innovative educational technology.

Students will:

- Gain practical experience working on an educational technology project
- Develop transferable technical and research skills
- Learn about language learning technologies and speech recognition systems
- Contribute to meaningful Indigenous language revitalization initiatives

- Strengthen their résumé through participation in a real-world software development and implementation project
- The University of Manitoba is strongly committed to equity and diversity within its community and especially welcomes applications from women, racialized persons, Indigenous peoples, persons with disabilities, persons of all sexual orientations and genders, and others who may contribute to the further diversification of ideas.

Job Requirements: Required

- Current University of Manitoba student eligible for the Work-Study Program
- Excellent attention to detail
- Strong organizational skills
- Ability to work independently and collaboratively
- Good written communication skills
- Interest in languages, educational technology, Indigenous education, or digital learning
- Strong knowledge of Cree is required

Preferred

- Experience studying Indigenous languages is an asset
- Experience testing software or educational applications is an asset
- Interest in linguistics, language learning, computer-assisted language learning, or instructional technology

Salary: \$ 22 / hour (including employer costs)

Start/End Date: 09/08/2026-04/09/2027

#85195 E-LEARNING DEVELOPMENT ASSISTANT

Job Location: Stu Clark Centre for Entrepreneurship

Job Description: The Stu Clark Centre for Entrepreneurship (SCCE) is seeking an E-Learning Development Assistant to work directly with the Startup Coach in developing an on-demand Business Law Fundamentals course. This course is being created in collaboration with the Faculty of Law and will support aspiring entrepreneurs in building foundational legal knowledge.

This position offers valuable hands-on experience in educational content development, learning technologies, and digital problem-solving while contributing to an innovative learning.

The successful candidate will:

- Utilize the existing GoHighLevel (GHL) platform used for SCCE's on-demand entrepreneurship programming to build and organize the Business Law Fundamentals course.
- Upload, format, and maintain course materials, including videos, assignments, quizzes, and supporting resources.
- Support online community features and contribute to a positive learner experience.
- Test course modules and troubleshoot technical issues as they arise.
- Participate in regular project meetings, check-ins, and status updates.

Competencies / Skill and Learning Outcomes: This role provides opportunities to strengthen:

- Technological Skills
- Self-Leadership
- Cognitive Skills
- Communication Skills
- Personal Growth and Professional Development

Job Requirements:

Candidates must demonstrate:

- Strong attention to detail.
- Ability to work independently and manage tasks with minimal supervision.
- Excellent problem-solving and troubleshooting skills.
- Comfort learning and using online platforms and digital tools

Preferred Qualifications

Preference will be given to candidates with:

- Experience using learning management systems (LMS) or online course platforms such as GoHighLevel, Thinkific, Moodle, or Teachable.
- Experience building, managing, or supporting online communities.
- Interest in entrepreneurship, education technology, or digital learning.

Salary: \$20.00

Start/End Date: 10/05/2026-02/26/2027

#85139 MULTIMEDIA KNOWLEDGE MOBILIZATION ASSISTANT (RESEARCH COMMUNICATIONS & DIGITAL MEDIA)

Job Location: HSC/hybrid

Job Description: This position is for approximately 10 hours per week. We are seeking a creative and motivated student to support knowledge mobilization activities for the SHARE Lab (patientengagementinresearch.ca), a health research lab focused on improving patient engagement and healthcare through collaborative research.

The student will help translate research findings and knowledge products into engaging, accessible digital content for a variety of audiences, including patients, researchers, healthcare professionals, and the public.

Duties and responsibilities include:

- Creating short-form video clips (e.g., YouTube Shorts, Instagram Reels, LinkedIn and social media content) from research-related materials, including podcast episodes, presentations, and other knowledge products
- Developing short animated explainer videos using Powtoon, Capcut or similar software to communicate research findings and concepts
- Reviewing research publications, reports, podcast episodes (asperusual.substack.com), and other SHARE Lab resources to identify key messages that can be translated into visual content
- Editing video, audio, and visual materials for clarity, accessibility, and audience engagement
- Assisting with the development and evaluation of innovative digital knowledge mobilization strategies for SHARE Lab research projects
- Supporting dissemination of research findings through digital media and online communication platforms
- Organizing and managing digital media files, project materials, and content libraries
- Working closely with the supervisor to revise and refine content based on feedback

Competencies / Skill and Learning Outcomes:

- Communicate health research findings clearly and effectively to a variety of audiences through written and multimedia formats.
- Apply digital media and content creation skills to develop engaging knowledge mobilization products.
- Analyze research publications and other knowledge products to identify key messages and communicate them in accessible ways.
- Plan, organize, and manage multiple projects while working independently and meeting deadlines.

- Collaborate effectively with researchers and incorporate feedback to continuously improve communication products.
- Demonstrate creativity, initiative, and professionalism while contributing to the dissemination of health research.

Job Requirements:**Required Qualifications**

- Strong written and verbal communication skills.
- Interest in digital media, science communication, knowledge mobilization, communications, marketing, education, or storytelling.
- Strong organizational skills and demonstrated ability to manage multiple priorities.
- Ability to work independently while contributing effectively as part of a collaborative research team.
- Strong attention to detail and commitment to producing high-quality work.
- Willingness to learn new technologies and incorporate constructive feedback into ongoing work.

Preferred Qualifications

- Experience creating digital content using software such as Powtoon, CapCut, Canva, or similar platforms.
- Experience with video editing, animation, graphic design, or social media content creation.
- Interest in health research, patient engagement, healthcare, or public health.
- Experience translating complex information into accessible language for non-specialist audiences.
- Familiarity with AI-assisted content creation tools (e.g., ChatGPT, Microsoft Copilot) is considered an asset.

Salary: 17/hour

Start/End Date:

09/01/2026-03/11/2027

#85131 DIGITAL ARCHIVES & WEB ASSISTANT, SOA GALLERY

Job Location: School of Art Gallery

Job Description: The Digital Archives & 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 art 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.

Job Objective:

- increase access to information on the exhibition archive and Permanent Collection database.

Duties:

- assist in the development of online content and webpages related to the School of Art Gallery collection, including sections on the collection's history, acquisitions, and highlights that showcase selected works.
- 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, and copyright compliance;
- conduct research to verify exhibition details and locate missing materials.

Competencies / Skill and Learning Outcomes:

Written Communication

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

Oral Communication

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

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: The ideal candidate should be:

- extremely organized;
- detail orientated;
- an excellent verbal and written communicator;
- experienced with digital imaging, file formatting, and website publishing (MAC environment);
- comfortable with accessibility standards such as alt text and metadata;
- able to conduct independent research using digital and physical archives;
- interested in digital archiving, visual arts, and communications;
- computer literate with basic skills in Photoshop and other image editing software.

Preference will be given to School of Art students enrolled either in Art History or Studio degree programs.

Student applicants must meet be:

- a full-time student during the 2026-2027 school year (9 credit hours each for Fall/Winter terms unless there is an accommodation);
- returning to full-time study in Fall 2026 and Winter 2027;
- a resident of Manitoba.

Salary: 18.00

Start/End Date: 09/21/2026-04/12/2027

#85101 STUDENT SOCIAL MEDIA ASSISTANT

Job Location: Fort Garry Campus

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

Competencies / Skill and Learning Outcomes:

- 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.

Job Requirements:

- Administer the Centre's social media channels
- Attend the Centre's events, take photographs and video to post on the social media channels
- Promote the Centre's initiatives on social media channels
- Respond to any comments or questions on the social media channels in a professional and timely manner
- Track social media metrics, coordinate data, and prepare reports
- Log hours worked and tasks worked on throughout the week
- Other duties and project work as assigned
- 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: \$20.00/hr

Start/End Date: 09/07/2026-03/01/2027

#85090 RO STUDENT SERVICES ASSISTANT

Job Location: 400 UMSU University Centre

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

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

Competencies / Skill and Learning Outcomes:

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

- Professional development
 - Develop interpersonal skills while working with a diverse population.
 - Follow university protocols to ensure the effective delivery of the unit's services.

Job Requirements:

- Strong interpersonal skills, and a keen interest in helping students.
- Ability to work with a diverse and broad spectrum of university students, staff, faculty, and alumni.
- Exceptional written and oral communication skills.
- Demonstrated ability to prioritize multiple tasks with strong organizational skills, and great attention to detail.
- Solve problems and effectively make good decisions.
- Proficient use of Microsoft Office, Teams, Outlook.
- Intermediate knowledge of university's policies and procedures.
- Ability to maintain privacy and confidentiality of all communications and records, according to PHIA/FIPPA regulations.
- Knowledge and experience using Aurora Student.
- Ability to work independently and in a team environment.
- A desire to join a dedicated team and work in a professional and confidential work environment.
- Preference will be given to students with experience working in a customer service setting.

Salary: 17.00/hour

Start/End Date: 09/21/2026-02/28/2027

#84945 SOCIAL MEDIA ASSISTANT- INDIGENOUS LEADERSHIP PROGRAMMING**Job Location: Various**

- Job Description: Work as part of a team on the Indigenous Leadership Programming (ILP) social media account which includes engaging the audience, creating and posting content, responding to messages, and sharing relevant information.
- Use Canva to create clear, meaningful content and graphics.
- Create posts, stories, and reels on all activities ILP is involved in, including weekly meetings, volunteer events, cultural events, all activities surrounding the capstone project, etc.
- Create posts, stories, and reels to highlight the Indigenous student leaders in ILP programs.
- Engage with guest speakers, students, and facilitators to create more meaningful content.
- Share important info and stories in a clear and consistent way that will engage students, staff, and faculty at the University of Manitoba and the greater community.
- Collaborate with the Program Coordinator of the Indigenous Leadership Programming team with relation to social media strategy and content development.
- Analyze likes, comments, shares, followers gained/lost to determine our reach on social media and provide a weekly analytics report.
- Attend events/meetings to take photos and generate content to share on social media.

Competencies / Skill and Learning Outcomes:

- Liaise with various university departments and faculties to promote content on social media.
- Condense information and produce concise summary notes accurately, using correct grammar, punctuation, and spelling.
- Write letters and reports that are logically structured and contain all relevant information.
- Actively contribute to team projects and tasks, fulfill required roles, and participate in discussions to improve effectiveness.
- Learn from constructive criticism and provide constructive feedback.
- Effectively apply organizing and planning skills to manage work.
- Work effectively to meet deadlines under pressure.
- Proactively plan and manage work, monitor results, and successfully complete plans.
- Gather relevant secondary data and organize information logically.

- Perform basic computer tasks, such as creating documents, saving files, and sending emails, and develop a wide range of software skills for content design.
- Demonstrate professionalism by recognizing workplace expectations to maximize success.
- Embrace new opportunities, learn continuously, and identify the importance in every job or task.
- Anticipate the unexpected and respond quickly to sudden changes in circumstances.

Job Requirements:

- Completion of a high school program or equivalent, specifically focused on applied communications skills. A combination of relevant education and experience will also be considered.
- Proven experience in creating social media content for institutional accounts.
- Demonstrated understanding of the characteristics, needs, and experiences of university students.
- Strong initiative, creativity, and problem-solving abilities.
- Ability to write and create clear and concise communications, including reports, captions, and graphics.
- Exceptional knowledge of Instagram, Instagram analytics, and Canva.
- Experience in contributing to a positive team culture and working collaboratively with others.
- Ability to perceive, evaluate, and effectively respond to the emotions of others; demonstrate sensitivity and understanding of others' perspectives.
- Adequate understanding of the complexity of cultural elements, including history, values, religion, politics, communication styles, economy, and beliefs and practices.
- Use inclusive and respectful language in all forms of communication.
- Ability to identify and implement appropriate crisis management and intervention responses, with awareness of campus resources and processes.
- Maintain an appropriate degree of confidentiality in line with legal requirements, facilitating the development of trusting relationships, and recognizing when confidentiality must be broken to protect individuals.

Salary: \$20.00/hour, 0-4 hours per week. **Start/End Dates:** 09/11/2026-02/26/2027

#84917 SOCIAL MEDIA/GRAPHIC DESIGN ASSISTANT

Job Location: Faculty of Architecture, 212 Russell Building

Job Description: 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 per hour

Start/End Dates: 09/29/2026-03/06/2027

#84871 STUDENT COUNSELLING AND WELLNESS SOCIAL MEDIA AND MARKETING ASSISTANT

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:

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: \$16

Start/End Dates: 09/17/2025-03/06/2026

#85275 SOCIAL MEDIA STUDENT CONTENT CREATOR

Job Location: Fort Garry

Job Description:

- Under the guidance of Strategic Marketing and Communications (SMC), Student Social Media Coordinators serve as ambassadors for the University of Manitoba, creating authentic, engaging content that connects current and prospective students with the university experience.
- Develop content for UM's student and institutional social media channels, as assigned.
- Create and manage content across Instagram, Facebook, TikTok, Threads and YouTube.
- Contribute a student perspective while maintaining the university's brand, voice and social media standards.
- Attend events on the Fort Garry and Bannatyne campuses and other special UM events that may be happening in the community to capture photography, video and social media content.
- Promote key university initiatives through engaging, audience-focused social media content.
- Coordinate student takeovers.
- Monitor social media conversations and respond to comments and questions in a timely and professional manner.
- Attend and actively participate in weekly planning meetings, content reviews and training sessions.
- Manage assigned work independently, meet deadlines and communicate proactively regarding availability and scheduling.
- Accurately track hours worked and complete required reporting.

Job Requirements:

Communication - Written communication

- Create clear, engaging and audience-focused social media content tailored to different platforms while maintaining the University of Manitoba's brand and voice.

Collaboration - Teamwork

- Collaborate effectively with Strategic Marketing and Communications staff, fellow student coordinators and campus partners to plan, create and deliver social media content.
- Accept and apply constructive feedback to continuously improve content quality and effectiveness.

Cognitive skills

- Apply creativity, critical thinking and sound judgment to identify content opportunities, develop story ideas and solve communications challenges.

Technological skills

- Develop photography, videography and digital content creation skills for use across Instagram, Facebook, TikTok, Threads and YouTube.
- Interpret social media analytics and use insights to improve audience engagement and content performance.

Self-leadership

- Demonstrate initiative, adaptability and effective time management by balancing competing priorities, meeting deadlines and working independently in a professional environment.

Availability

- Up to 10 hours per week, with a flexible schedule based on operational needs, including occasional evenings and weekends for event coverage.

Salary: 18.50

Start/End Dates: 09/01/2026-08/31/2027

Research and Lab Work

#85233 WILDLIFE PARASITOLOGY RESEARCH ASSISTANT

Job Location: Wildlife Parasitology Lab-Biological Sciences department

Job Description: Parasites are one of several factors that may be negatively impacting caribou herds in Manitoba. Wildlife managers are particularly concerned about brainworm (*Parelaphostrongylus tenuis*), which is a parasite that causes clinical symptoms like paralysis, blindness, weakness and death. We are partnering with provincial wildlife biologists to determine if particular herds of caribou are 1) infected by examining non-invasively collected fecal samples; 2) at risk of infection by assessing snail and slug hosts for infective stages.

Research assistant will be responsible for:

- 1) assessing fecal samples for parasites
- 2) using molecular lab techniques to obtain DNA sequences of parasites
- 3) analyzing DNA sequences to genetically identify parasites
- 4) sorting and identifying field-collected gastropod hosts
- 5) assessing whether snail and slug hosts are infected with parasites
- 6) consistently backing up data and communicating results to the team lead

Competencies / Skill and Learning Outcomes:

- parasitological techniques (digital microscopy, fecal sedimentation, parasite identification)
- molecular lab techniques (DNA extraction, polymerase chain reaction, gel electrophoresis)
- DNA sequence editing and analysis (use of programs and algorithms like Sequencher, MEGA, blastn)
- Develop communication and collaboration skills to work effectively with research lab members, provincial wildlife biologists, staff in the animal holding facility

Job Requirements:

- Curiosity about parasitism is preferred, familiarity with molecular lab techniques is an asset, but not required.
- Due to the nature of the work, applicant's schedule should allow for 2 consecutive days of work (~4 hrs on afternoon of Day 1 and ~ 4 hrs on morning of Day 2).
- Must complete WHMIS and biosafety training prior to beginning hands-on research

Salary: 16.40

Start/End Date: 09/21/2026-03/05/2027

#85226 RESEARCH ASSISTANT (1)- BIOLOGICAL SCIENCES

Job Location: Buller 501

Job Description: Assistance with projects on floral scent chemistry

Potential Duties will include:

- processing of floral scent data using Microsoft Excel, R and more specialized software
- Data entry and data summaries using Microsoft Excel
- Time permitting germination and maintenance of research plants
- If interested, student can also read and discuss journal articles about the specific projects they are involved in or prepare a simple poster summarizing their findings.

Competencies / Skill and Learning Outcomes:

1. Communication: Actively listen to others with the conscious effort to verbally communicate in a respectful and appropriate manner. Present written & visual information to one or more people using a poster format and English (scientific) vocabulary.
2. Cognitive skills: Ask and answer questions about assigned tasks and project goals, clarify, and summarize what others are communicating. Reflect on outcomes to solve problems and develop deeper understandings.
3. Analysis, research & numeracy: Gather relevant secondary data and organize information in a logical manner, interpretation of summary data. Analyze sample for quantitative research, manage medium-sized databases.
4. Technology: use of data processing software including Microsoft Excel and R. Trouble shooting to achieve analysis goals.
5. Technical skills: requirements for plant care, scent collection.

Job Requirements:

- Interested in plants and/or chemistry (required)
- Attention to detail (required)
- Some experience with Microsoft Excel (required)
- Some experience with R (required)

Salary: 16.50

Start/End Date: 09/21/2026-03/05/2027

#85158 STUDENT RESEARCH ASSISTANT

Job Location: University of Manitoba, Fort Garry campus

Job Description: The Office of the Vice-President (Indigenous) is seeking a Student Research Assistant to support research, analysis, and knowledge-gathering activities across the portfolio. This is an entry level position that provides an excellent opportunity for a student interested in research, policy, program development, Indigenous initiatives, or the social sciences.

Under the direction of the Primary Supervisor, the Student Research Assistant will conduct environmental scans, review literature and comparable programs, and prepare clear written and visual summaries to support planning and decision-making within the Office.

- Conduct environmental scans on topics relevant to the Office of the Vice-President (Indigenous)
- Research and summarize programs, initiatives, and promising practices at other institutions and organizations
- Gather and review information from academic literature, websites, policy documents, and organizational reports
- Track, organize, and accurately document research sources
- Prepare concise written summaries and briefing materials
- Develop tables, graphs, and simple infographics to present findings clearly

Competencies / Skill and Learning Outcomes:

COMMUNICATION - Active Listening, Verbal Communication, Written Communication, Presenting and Facilitating.

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

COLLABORATION - Teamwork, Empathy, Managing Conflict, Innovating, and Managing Projects/ Plans

- 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.

SOCIAL RESPONSIBILITY - Anti-Oppression, Ethical Action, Inclusion and Access, Community Engagement, and being a Global Citizen.

- Encourage and engage in reflection and inclusion of diverse perspectives.
- Recognize the positionality of other people and foster ethical and collective action for an overall positive impact.

COMMITMENT TO TRUTH, HEALING, RECONCILIATION, AND RESURGENCE WITH INDIGENOUS PEOPLES

- Addressing Colonial Impacts, Respecting Indigenous Ceremony and Cultural Protocols, Living Relationality, Developing Indigenous Cultural Literacy, and Preserving / Reclaiming Indigenous Languages.
- Build and foster relationships with Indigenous Peoples by supporting the resurgence of Indigenous ways of knowing, being, teaching, speaking, and doing.
- Take personal responsibility to disrupt colonialism, racism, and bias in oneself, others, and systems.
- Support and respect Indigenous Peoples in reclaiming and revitalizing diverse Indigenous languages, cultures, and worldviews.

COGNITIVE SKILLS - Creativity, Critical Thinking, Problem Solving, Decision Making, Metacognition

- Explore and interact with knowledge, information, and imagination to generate and express ideas.
- Reflect on outcomes to solve problems and develop original concepts/ deeper understandings.

TECHNOLOGICAL SKILLS - Technological Agility, Digital Information Fluency, Data Literacy, Digital Presence Management, Digital Content Creation and Design

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

PERSONAL GROWTH - Curiosity, Resilience, Lifelong Learning, Well-Being, Career Development

- Learn, understand, and reflect about oneself to further one's well being.
- Engage in lifelong, nonlinear, and intentional progression to build oneself for success.

SELF-LEADERSHIP - Self-Awareness, Self-Regulation, Initiative, Adaptability, Time Management

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

LEADERSHIP PRACTICES - Articulating Vision and Strategy, Cultivating Safety, Trust and Collaboration, Coaching, Mentoring and Advising, Intentional Advocacy, Mobilizing People and Resources

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

ANALYSIS AND RESEARCH - Investigation,

- Gather relevant secondary data and organize information in a logical manner.
- Analyze samples/surveys for quantitative/qualitative research.

NUMERACY - Arithmetic Operations, Data Management, Calculations, Number Manipulation, Database Management

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

Job Requirements: Currently enrolled as a student at the University of Manitoba

Preferred Qualifications:

- Familiarity with Indigenous-focused research, programs, or initiatives
- Strong research, analytical, and written communication skills
- Experience with environmental scanning, literature reviews, or policy-related research
- Strong organizational skills and attention to detail
- Experience creating visual summaries such as infographics, charts, or tables
- Interest in policy development, program evaluation, or institutional research

Salary: 21.94

Start/End Date: 09/01/2026-12/18/2026

#85130 UNDERGRADUATE RESEARCH ASSISTANTS (2)

Job Location: Duff Roblin Building

Job Description: Two undergraduate research assistant positions are 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, computer science, 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, computer science, or social work is preferred.

Salary: \$16/hr **Start/End Date:** 09/21/2026-03/05/2027

#85104 STUDENT RESEARCHER (2) CENTRE FOR HUMAN RIGHTS RESEARCH

Job Location: Fort Garry Campus / Remote

Job Description: The Centre for Human Rights Research (CHRR) was established in 2012 to bring together people and organizations - both within and outside the University of Manitoba - to enhance interdisciplinary and collaborative research capacity, create richer training opportunities for students, and facilitate the fusion of research-driven knowledge, public policy and intellectual debate on issues related to human rights and social justice. Research Themes at the CHRR include: Borders & Human Rights; Indigenous People & Human Rights; Reproductive & Bodily Justice; Water Rights & Justice.

The Student Researcher will assist the CHRR in research and knowledge mobilization related to local human rights and social justice issues. This may include the development of literature reviews, policy briefs, or plain language summaries. The Student Researcher may also assist with event planning and outreach. Job duties include:

- Draft reports, bibliographies, and literature reviews on human rights issues.
- Promote the Centre's initiatives and research on social media.
- Assist in the organization of the Centre's events and outreach activities.
- Other duties as assigned.

Competencies / Skill and Learning Outcomes:

SOCIAL RESPONSIBILITY

- Demonstrate engagement and actions towards a more compassionate and sustainable world.
- Encourage and engage in reflection and inclusion of diverse perspectives.
- Recognize the positionality of other people and foster ethical and collective action for an overall positive impact.
- Support and respect Indigenous Peoples in reclaiming and revitalizing diverse Indigenous languages, cultures, and worldviews

RESEARCH

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

COMMUNICATION

- Actively listen to others with the conscious effort to verbally communicate in a respectful and appropriate manner.
- Present basic information to one or more people using appropriate resources and vocabulary
- Explore and interact with knowledge, information, and imagination to generate and express ideas

COLLABORATION

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

Job Requirements:

- Interest in social justice and human rights
- Upper level undergraduate or graduate student preferred
- Previous experience as a student research assistant an asset
- Must be able to work approx. five hours per week during the duration of the work study program term.

Student applicants for the Work-Study program must meet the following requirements:

- Have proof of a 2026-2027 government student aid package of at least \$2,000; or, proof of 2026-2027 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 2026 and Winter 2027).
- 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: \$19-\$22/hour depending on qualifications

Start/End Date: 09/21/2026-03/05/2027

#85102 STUDENT RESEARCH ASSISTANT (2)

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

Job Description:

- 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

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

Digital Technology Skills

- Performs basic computer tasks, such as creating documents, saving files, and sending emails.
- Design web pages and a wide range of software skills.
- Demonstrate in-depth knowledge of computer software and information technology systems.

Job Requirements: 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: \$18.00 per hour

Start/End Date: 09/17/2026-03/06/2027

#85006 RESEARCH ASSISTANT

Job Location: Faculty of Architecture and SiAF

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

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

Competencies / 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

LEADERSHIP

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

PLANNING AND ORGANIZING

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

ANALYSIS AND RESEARCH

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

DIGITAL TECHNOLOGY SKILLS

- Performs basic computer tasks, such as creating documents, saving files, and sending email.
- Design web pages and a wide range of software skills.
- Demonstrate in depth knowledge of computer software and information technology systems

PERSONAL MANAGEMENT

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

Job Requirements:

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

Note: Start and end dates can be negotiated

Salary: 17\$-20\$/hour

Start/End Date: 10/05/2026-03/05/2027

#84933 RESEARCH ASSISTANT- INTEGRATIVE MUSCULOSKELETAL RESEARCH LAB

Job Location: FCRM

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

Duties will include:

Literature searching,

Communicating with participants (potential and enrolled),

Assisting with recruitment and/or screening of potential participants,

Assisting with data collection and analysis, and

Assisting with routine lab maintenance tasks (set-up and tear down of data collection materials, etc.).

Competencies / Skill and Learning Outcomes:

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

Written Communication

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

Oral Communication

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

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

Teamwork

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

Actively contribute to team projects/tasks; 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.

Planning and Organizing

- Effectively apply organizing and planning skills to manage work.

Problem Solving Skills

- Make decisions in accordance to accepted practices and guidelines

Analysis and Research

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

Collect primary data and/or assist in carrying out lab analysis.

- Assist in the analysis of quantitative research.

Problem Solving Skills

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

Personal Management

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

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

Job Requirements:

- Have proof of a 2026-2027 government student aid package of at least \$2,000; or, proof of 2026-2027 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 2026 and Winter 2027).
- 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.
- Knowledge of human physiology and/or anatomy is an asset.
- Knowledge of the reference manager Zotero, is an asset.
- Knowledge of Microsoft Office (Word and Excel) is required.
- Excellent verbal and written communication and interpersonal skills required.
- Ability to follow direction and work independently required.
- Attention to detail is essential.

Students who have not taken TCPS2 Tutorial Course on Research Ethics and the online PHIA training will be required to complete both at the beginning of their employment.

Salary: 19.00 (inclusive of benefits/deductions)

Start/End Dates: 09/21/2026-03/05/2027

#85292 MICROBIOLOGY LAB SUPPORT

Job Location: Buller Building

Job Description: The student will participate with other members of our research group in other routine laboratory activities, such as media preparation, washing and autoclaving research materials and general lab cleanup and maintenance.

The student will implement protocols related to growth of fungal cultures and testing for sensitivity toward fungicides.

Competencies / Skill and Learning Outcomes:

The student will gain experience with the organization and management of a research laboratory.

The student will gain skills related to the cultivation and preservation of fungal strains.

The student will gain competency in performing procedures involved in the test of fungicide sensitivity using broth cultures in multiwell plates.

Job Requirements:

Superb organization, strong attention to detail, and excellent record keeping will be required for all parts of this position. The candidate will be expected to maintain active communication with the laboratory principal investigator and other team members. The candidate is expected to work with a high degree of independence.

Must comply with biosafety and chemical safety requirements.

Salary: 16.50

Start/End Date: 09/14/2026-12/18/2026

#85294 ROBOTICS STUDENT RESEARCH ASSISTANT (2)

Job Location: E1-217

Job Description: The Work-Study Student will support the establishment and day-to-day operation of the Robotics and Intelligent Manufacturing (RIM) Laboratory. This position provides undergraduate students with an opportunity to gain hands-on experience in robotics, automation, and applied research while working in a collaborative academic environment alongside faculty members, graduate students, and other researchers.

The student will assist with the installation and setup of robotic systems, laboratory equipment, and related infrastructure. They will support the configuration, integration, and testing of communication between robots, computers, sensors, and other hardware and software components to ensure reliable laboratory operation.

As part of the research team, the student will assist in conducting laboratory experiments, collecting and documenting experimental data, and supporting research activities in robotics, intelligent manufacturing, automation, and artificial intelligence. Responsibilities will also include conducting literature reviews, summarizing recent research findings, and contributing to ongoing research projects.

The student will help maintain laboratory equipment and workspaces, follow established laboratory safety procedures, and assist faculty members, graduate students, and research personnel with technical and administrative tasks that support the efficient operation and continued development of the Robotics and Intelligent Manufacturing Laboratory.

This part-time Work-Study position provides an excellent opportunity for students to develop practical technical and hands-on skills, gain exposure to academic research, and contribute to the development of a state-of-the-art robotics laboratory.

Competencies / Skill and Learning Outcomes

1. **Communication Skills** - *Actively listen to others with the conscious effort to verbally communicate in a respectful and appropriate manner*, while discussing technical concepts, experimental procedures, and research findings with faculty members, graduate students, and laboratory personnel.
2. **Communication Skills** - *Communicate with understanding personal and diverse perspectives within societal and cultural contexts*, by working effectively in a multidisciplinary research environment and contributing constructively to collaborative projects.
3. **Collaboration Skills** - *Actively contribute to team projects/tasks; fulfills required roles, participates in discussion to improve effectiveness*, while assisting with laboratory setup, robotic system integration, and research experiments.
4. **Cognitive Skills** - *Explore and interact with knowledge, information, and imagination to generate and express ideas*, through literature reviews, critical analysis of research papers, and participation in robotics and intelligent manufacturing research.

5. **Technological Skills** - *Use and adapt technology appropriately, effectively, and ethically to accomplish tasks and solve problems*, by installing, configuring, operating, and troubleshooting robotic systems, laboratory equipment, and communication interfaces.
6. **Self-Leadership Skills** - *Make decisions in accordance to accepted practices and guidelines, using problem solving strategies to identify and resolve problems, issues and determine solutions*, while independently completing assigned laboratory tasks and addressing technical challenges encountered during experimentation.
7. **Self-Leadership Skills** - *Demonstrate professionalism by taking responsibility for actions, managing time effectively, and adapting to changing priorities*, while maintaining laboratory safety, organizing research activities, and meeting project deadlines.
8. **Personal Growth Skills** - *Reflect on experiences to support continuous learning and personal development*, by applying classroom knowledge to real-world research challenges and developing practical skills in robotics, automation, and intelligent manufacturing.

Job Requirements:

These are the main qualifications required for this position:

- Meeting the eligibility requirements for the Work-Study program.
- Enrolled as an undergraduate student in Engineering or Computer Science.
- Strong interest in robotics, automation, programming, and/or intelligent manufacturing.
- Basic knowledge of programming (e.g., Python, C++, or MATLAB) and **familiarity with robotics or embedded systems is an asset.**
- Strong analytical, organizational, and problem-solving skills.
- Ability to work independently as well as collaboratively in a research environment.
- Effective written and verbal communication skills.

Salary: \$18/hr

Start/End Dates: 09/30/2026-03/05/2027

#85298 RESEARCH ASSISTANT

Job Location: University of Manitoba/Remote Virtual

Job Description: Work with me, Justin Jaron Lewis (Department of Religion and Culture) on a book I am writing. Most of my research is about stories, specifically Hasidic Jewish stories about the wisdom, kindness, and miracles of holy people. In this book, I am thinking *with* these stories about concerns and challenges in today's world.

Topics include the environmental crisis; the meaning of "home" in a time of migrations and displacement; relations between minority groups who face oppression from majorities; the polarization of political rhetoric; conflicting expectations around gender roles; and life in a "post-truth" world. Hasidic stories provide emotional resources, parallels for reflection, and different perspectives on all these issues.

As my research assistant, with my guidance, you will use the library catalogue and online databases to find articles and books relevant to the stories and concerns I am writing about. You'll read and take notes on ideas in these texts, and quotations that I might want to use, keeping careful track of your sources. I may also ask you to correspond with scholars in various fields to ask for their ideas or recommendations about some of the issues I am working on. In regular conversations (in person and/or video call) we will talk about the ideas you are finding in your reading, and think together about how they relate to the stories I study.

As I draft chapters of the book, I may ask you to read them over, proofread them, and share your thoughts about possible revisions or additions.

In this part-time position, we may end up working on just one or two chapters, or more. Quality is as important as quantity.

When the book is published, your name will be in it with appropriate credit for your contribution.

Competencies / Skill and Learning Outcomes:

- confidently make use of the library catalogue, databases, the physical library itself, and online resources to access articles and books on specific topics
- read scholarly work with good comprehension
- take clear and careful notes quoting sources and writing properly formatted source references
- communicate clearly and confidently with the research supervisor and other scholars
- proofread and offer editorial suggestions for scholarly work

Job Requirements:

Must meet the requirements to qualify for the Work-Study program.

Available to meet in person on campus once a week or so.

Excellent reading skills in English and/or one of the following languages: French, German, Modern Hebrew, Yiddish.

Fluent in oral communication (speaking and understanding) in English and/or French, German, or Yiddish.

Happy to commit to refrain from using AI in this job. I want your reading and your thinking; I want you to develop skills, not offload them to an algorithm.

Studying toward a degree in Religion will be considered an asset.

Salary: 20/hr

Start/End Dates: 09/23/2026-12/31/2026