



WORK-STUDY PROGRAM

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POSITIONS AVAILABLE FOR STUDENTS WITH
FINANCIAL NEED ON CAMPUS**

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Contact wkstudy@umanitoba.ca for more information.

Career Services 

Table of Contents

Student Services	5
Student Navigator (2 Positions, 57974) - First Year Centre	6
Student Funds Assistant (57623) - Alumni & Donor Relations	8
Student Career Service Advisors (2 Positions, 57920) - Career Services	10
Career Mentor Program Assistant (57939) - Career Services	12
Student Educator (2 Positions, 57871) - Office of Human Rights and Conflict Management	14
Mentoring Program Assistant / Peer Involvement Advisor (57995)- Student Life	16
Peer Involvement Advisor / Co-Curricular Record Program Ambassador (2 Positions, 58007) - Student Life.....	18
Junior Intake Assistant (57968) - Student Accessibility Services	21
Junior Confidential Intake Assistant (57998) - Student Advocacy and Case Management.....	22
Junior Student Advocate (58001) - Student Advocacy and Case Management	23
Alternate Format Assistant/Invigilator (57969) - Student Affairs.....	25
Student Employment Assistance Officer	27
Student Services Projects Assistant	29
Customer Service Representative (Bannatyne - 57711) – Recreation Services.....	31
Research.....	32
Student Research Assistant (58015) - Kinesiology and Recreation Management.....	33
Student Research Assistant - Brain Injury in Manitoba Care & Research (BIM-CR) project (57847) - College of Rehabilitation Sciences	34
Student Research Assistant (57760) - National Centre for Truth and Reconciliation	36
Student Research Assistant (2 Positions, 57754) - College of Pharmacy.....	39
Student Research Assistant (57858) - Centre on Aging	41
Student Research Assistant (58107) – Faculty of Education	43
Gallery Assistant: Exhibitions and Collections (57731) - School of Art.....	45
RESEARCH ASSISTANT (58012) - College of Rehabilitation Sciences	47
Research Assistant (58010) - Faculty of Architecture	48
Research Assistant (58050) - Faculty of Kinesiology and Recreation Management/ Facilities	50
Research Assistant (2 Positions, 57872) – Faculty of Architecture.....	55
Research Assistant (57523) – Faculty of Kinesiology and Recreation Management.....	57
Research Assistant (57692) - Centre for Human Rights Research (CHRR).....	59
Technical and Laboratory	61
Waste Reduction Assistant (57900) - Physical Plant.....	62

Junior Systems Analyst (58003)- Information Services & Technology.....	64
Fabrication Assistant (58159) - CE2P2E, Faculty of Engineering	66
SES Student Website Assistant (57857) - Student Engagement & Success	68
Computer Lab Assistants (2 Positions, 58020)- Faculty of Education - Computer Lab.....	70
Lab Assistant (57937) - Biological Sciences.....	72
Laboratory Monitor (57693) - Faculty of Education	73
Art Room Monitor (57695) – Faculty of Education.....	74
Herbarium Database Technician (57530)- Department of Biological Sciences	75
Office, Administrative, and Clerical.....	76
Climate Action Plan Assistant (57994) - Office of Sustainability.....	77
Ooshka-Abe (57543)- Student Affairs	79
Inuit Inclusion Assistant (58185) - Office of the Vice President Indigenous.....	80
Métis Inclusion Assistant (57984)- Office of the Vice President Indigenous.....	82
HR & Improvement Student (58057) - Human Resources.....	84
Mental Health Strategy Assistant (57988) - Student Affairs.....	87
Accounting Assistant (58059) - Faculty of Architecture	89
Student Office Assistant (58013) - Career Services	90
Student Office Assistant (57897) - St. Paul's College.....	91
Awards Office Assistant (57873) - Financial Aid and Awards	92
Student Admissions Assistant (4 Positions, 57771) - Admissions/Enrolment Services	94
Student Office Assistant (57808) - English Language Centre.....	95
Student Receptionist (57962) - First Year Centre	97
International Centre Student Exchange Assistant (57827) - International Centre.....	98
Student Program Assistant (57840) - International Centre	100
Student Administrative Assistant (57547) - Bison Football	102
Awards Selection Office Assistant (57944) - Financial Aid and Awards.....	103
Marketing, Promotion, and Events	105
Student Recruitment Assistant (57566) – St. Pauls College.....	106
CEL Land and Water Student Program Coordinator (57874) – Service-Learning	107
CEL Indigenous Programs Assistant (57876) - Service-Learning.....	111
SES Outreach Assistant (57855) - Student Engagement & Success	115
Student Engagement Assistant (2 Positions, 57544) - Student Affairs	117
Recruitment & Social Media Analyst (57905) - Faculty of Agricultural and Food Sciences.....	119
International Marketing Coordinator (57724) - Asper School of Business.....	121

Communications Assistant (58011) - Engineering	123
Student Social Media Assistant (57524)- Marketing and Communications	124
Student Writer (57526) - Marketing and Communications.....	126
Social Media Assistant (57981) - First Year Centre	127

Information about the Work-Study program:

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

- Have proof of a 2022-2023 government student aid package of at least \$2,000; or, proof of 2022-2023 Indigenous band sponsorship, Metis Nation post-secondary funding, or disability funding. If you are delayed in receiving your funding, please email Work-Study so we can determine a plan for your situation. (Note that past government aid does not count; personal bank loans such as lines of credit and/or educational loans and registered educational saving plans are not considered with this program.)
- Be registered at the University of Manitoba as a full-time undergraduate or graduate student in both terms (Fall 2022 and Winter 2023). Students must have a minimum 60% course load (i.e. 9 credit hours per term for undergraduate students). If you are a Graduate student, please contact us so we can determine your validity case-by-case.
- Have achieved a satisfactory academic standing with a minimum 2.0 institutional grade point average in their previous academic session (not applicable for new U of M students)
- Be residing in Manitoba throughout the Work-Study employment term

International students are not eligible unless they have proof of a government student loan or aid package for the 2022-2023 school year from their home country. Private/educational bank loans are not considered; no exceptions will be made. Proof of government funding must be attached to the student application or will be considered ineligible.

Important dates

Jun. 1, 2022 | Apply for student loans as early as this date to avoid delays

Aug. 15, 2022 | Work-study program re-opens for applications

Aug. 18, 2022 - Sep. 14, 2022 | Sign up for and attend a Work-Study orientation session (mandatory for new Work-Study students)

Sep. 12, 2022 | 12:00 p.m. (noon) | Deadline to apply for Work-Study program

Sep. 14, 2022 | 12:00 p.m. (noon) | Deadline to submit application packages for Work-Study jobs

Sep. 15, 2022 | Work-Study will release all applications to employers

Mar. 3, 2023 | End date for all work-study positions

Mar. 4, 2023 | Deadline to submit professional development form

Student Services

Student Navigator (2 Positions, 57974) - First Year Centre

Job Location: 204 Tier

Job Description

The VAHC is a project designed to support Student Engagement and Success within a remote service delivery model. Through a peer-to-peer approach, the Student Navigators at VAHC will provide students with timely responses to questions, manage student requests for information related to advising, and make appropriate referrals to university supports and services. The VAHC will be available to students during extended hours, including evenings and weekends. The VAHC will serve as a first line triage resource for the UM campuses.

The Student Navigators report to the Shift Supervisors. They help Student Engagement and Success in support of the University's strategic vision to provide an exceptional student experience by offering more opportunities for students to learn, thrive, grow and be celebrated

Duties will include:

Basic Information and Support

- Responds to inquiries from students, prospective students, and general public through phone, chat or e-mail contact, or virtual meeting formats
- Responds to student requests using supportive, non-judgmental and informative language
- Provides initial assessment, clarifies student questions and provides general information, refers to self-directed resources and/or refers to an Advisor
- Troubleshoots university students' issues, requests, and questions, related to academic advising events, such as registration, voluntary withdrawal periods and other registration questions
- Provides guidance to university students regarding existing digital resources, such as a degree audit, career compass resources and UM Learn.

Referrals

- Determines appropriate internal and external referral services and resources in response to student need, based on initial assessment of need and general inquiries received by phone, email or other means of contact.

Student Experience and Skill Development

- Promotes the development of academic management skills required to navigate University systems by reviewing questions with students, and fleshing out details on inquiries before sending to Advising offices
- Teaches university students about advising, providing guidance for those who are unfamiliar and assisting with formulating emails and questions prior to referrals.
- Teaches university students proper process in asking and delivering questions via email
- Develops communication skills in students, such as when to ask questions, how to respond effectively and professionally, how to approach staff members

Communication and Training

- Collaborates with supervisor and team members to develop digital and written resources required to support university students, e.g., FAQs, web-based information
- Meets with supervisor and other team members regularly to troubleshoot university student processes
- Provides information to fellow team members regarding student questions and concerns in meetings and on Team chats
- Attends virtual meetings and will learn the importance of verbal and non-verbal cues
- Handles difficult interactions with professionalism, whether it's a crisis or aggressive situation making referrals to services where appropriate
- Fosters an environment of mutual respect amongst colleagues, students contacting the Help Centre or community members at large.
- Frequently uses Microsoft applications, advising resources, University web-based resources, and other digital programs used to perform the duties of the position, e.g., Interaction Client

Wage: \$16/hr

Start Date 09/06/2022

End Date 03/03/2023

Student Funds Assistant (57623) - Alumni & Donor Relations

Job Location: 200 - 137 Innovation Drive

Donor Stewardship's function is to strengthen relationships between donors and the institution, through programming that aligns with the Four Pillars of Donor Relations - acknowledgment, stewardship and impact reporting, recognition and engagement. Our core principles of respect, accountability, transparency, and excellence guide all our efforts in projects large and small.

Job Description

As the Student Funds Assistant, you will be part of the Donor Stewardship team facilitating award maintenance and donor impact reporting.

Duties will include:

- Process Donor Thank You Letters from award Recipients
- Coordinate donor mailings
- Completing data review for annual donor reports
- Preparing data for mail merges
- Maintain gift documentation records
- Update fund information in Raiser's Edge
- Reconciling data on Excel spreadsheets
- Reviewing fund financials and identifying problems

Competencies / Skill and Learning Outcomes

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

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

Planning and Organizing- Work effectively to complete deadlines when under pressure.

Digital Technology Skills- Demonstrate a wide range of knowledge in Microsoft software and information technology systems.

Analysis- Reviews data and survey results to ensure accuracy.

Problem Solving Skills- Make decisions in accordance to accepted practices and guidelines.

Written Communication- Condense information accurately with correct grammar, punctuation and spelling in consideration of different audiences

Job Requirements

Experience:

- Microsoft Excel, Word, Teams, and Outlook
- Database experience in FAST, Banner and Raiser's Edge preferred

Skills & Abilities:

- Attention to detail
- Excellent communication skills
- Advanced Microsoft skills and use of spreadsheets and mail merge
- Dealing with confidential data and information

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

Wage: 16.25 per hour

Start Date: 10/03/2022

End Date: 03/03/2023

Student Career Service Advisors (2 Positions, 57920) - Career Services

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

Job Description

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

Competency/Skill and Learning Outcomes

Written Communication

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

Oral Communication

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

Teamwork

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

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

Planning and Organizing

- Effectively apply organizing and planning skills to manage work.

Problem Solving Skills

- Make decisions in accordance to accepted practices and guidelines.

Digital Technology Skills

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

Personal Management

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

Qualifications and skills:

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

Wage: 14.50

Start Date 09/06/2022

End Date 03/03/2023

Career Mentor Program Assistant (57939) - Career Services

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

Job Description

The Career Mentor Program (CMP) in Career Services is seeking a 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 human resources.

Duties will include:

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

Competency/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

- 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.

Qualifications and skills:

- Comfortable contacting and speaking with professionals in various occupations
- 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.

Wage: 14.50/hour

Start Date 09/06/2022

End Date 03/03/2023

Student Educator (2 Positions, 57871) - Office of Human Rights and Conflict Management

Job Location: Office of Human Rights and Conflict Management

Job Description

Community Educator - Part-Time 10 hours/week, flexible schedule between Monday - Friday. Hourly wage: \$ 20/hour.

Duties will include:

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

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

Competency/Skill and Learning Outcomes

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

Qualifications and skills:

MINIMUM FORMAL EDUCATION/TRAINING -The Community Educator will be a current student at the University of Manitoba working towards completion of a degree or diploma program. Preference shall be given to candidates with demonstrated experience or education in human rights, conflict management, anti-racism, social work, Indigenous studies, or a related field.

EXPERIENCE - Experience working with and/or promoting diversity, applying human rights concepts and in public speaking/delivering presentations. Experience working with people who have be affected by

trauma (for example sexual violence). An acceptable equivalent combination of education and experience may be considered.

SKILLS AND ABILITIES - Ability to work with a diverse and broad spectrum of University employees and students. Ability to keep sensitive matters confidential. Familiarity with the University of Manitoba. Knowledge of university policies and procedures (RWLE/SV). Demonstrated interest in human rights, conflict management and equity work/education.

Wage: \$5600.00

Start Date: 09/07/2022

End Date: 04/12/2023

Mentoring Program Assistant / Peer Involvement Advisor (57995)- Student Life

Job Location: 225 UMSU University Centre

Job Description

The Mentoring Program Assistant / Peer Involvement Advisor is responsible for planning and implementing Student Life co-curricular programs and initiatives (primarily in the mentoring and peer-to-peer portfolios, but supporting other areas such as leadership, volunteer programming, and the administration of the Co-Curricular record, as necessary). A key focus of this position involves regular contact with student participants / applicants, as well as reviewing monthly reports and hosting monthly check-in meetings with group participants. Efforts may be focused on recruiting participants, fielding concerns/questions from current or prospective participants, and promoting Student Life programs. Finally, this position is responsible for creating year-end program reports, documenting the successes and challenges in a program that year. Specific program(s) and initiative(s) will be determined by need, but additionally informed by the interests, experience, and skill of the successful candidate.

Competency/Skill and Learning Outcomes

Planning and Organizing

- Effectively apply organizing and planning skills to manage work, work effectively to complete tasks and meet deadlines, proactively plan and manage work.

Verbal Communication

- Ask and answer questions, clarify, and summarize what others are communicating.
- Exchange and convey information, both verbally and non-verbally, to express oneself and build understanding.

Presenting & Facilitating

- Prepare and present advanced information with clarity with the ability to respond to questions in a timely manner.
- Use appropriate interpersonal styles and methods to guide others during meetings, presentations, or gatherings by directing the flow of the discussion, fostering interaction, and keeping the group focused.

Written Communication

- Condense information/produce concise summary notes, write letters and reports that are logically structured, and adapt writing style in consideration of audience.

Problem Solving

- Design, evaluate, and implement strategies to address problems and evaluate potential solutions by asking relevant questions, identifying root causes, gathering facts, and engaging others.

Qualifications and skills:

Minimum Formal Education/Training Requirements

- Enrolled as a current student at the University of Manitoba and registered in a minimum of 18 credit hours
- Must be in good academic standing (minimum of 2.5 GPA)

Experience

- Previous experience in program planning and volunteer management is an asset
- Experience with leadership, mentoring, peer-to-peer and volunteer programming, is an asset (particularly involvement in programs facilitated by Student Life)
- Previous experience working in a clerical/office setting is an asset

Skills

- Exceptional interpersonal and customer service skills
- Proficient use of intermediate Microsoft Office features
- Excellent verbal and written communication skills
- Effective time management and organizational skills
- Effective data management skills

Abilities

- Manage multiple priorities with competing deadlines
- Develop and maintain positive relationships with key stakeholders (including students, faculty, staff, administrators, volunteers, and community members) from a diversity of backgrounds
- Maintain privacy and confidentiality of all communications and records, to the extent protected under the law and statements of ethical practice
- Work independently and be a motivated self-starter
- Work collaboratively as part of a team
- Solve problems effectively, make good decisions, and empower others to do the same
- Recognize opportunity and possibilities when encountering challenges or during change
- Be an exemplary student leader, and represent the University of Manitoba with the highest level of professionalism at all times

Wage: \$14 per hour

Start Date

End Date

Peer Involvement Advisor / Co-Curricular Record Program Ambassador (2 Positions, 58007) - Student Life

Job Location: 225 UMSU University Centre

Job Description

The Peer Involvement Advisor / Co-Curricular Record (CCR) Program Ambassador supports the administration of the current University of Manitoba CCR program. The CCR is an official document that summarizes each student's participation in university-approved activities that aren't for academic credit. A key focus of this position involves outreach to and regular contact with co-curricular programs and groups (such as student groups) and supporting groups through the application process in order to expand the database of recognized opportunities. Efforts may also be focused on fielding students' question about use of the CCR / Experiential Record, and the recognition / validation process. Finally, this position is responsible for creating year-end program reports, documenting the successes and challenges in a program that year. Specific program(s) and initiative(s) will be determined by need, but additionally informed by the interests, experience, and skill of the successful candidate.

Duties will include:

Direct student / student group support (50%)

- Assist in the delivery of the communications strategy targeting student group executives, staff, faculty and appropriate stakeholders regarding the Co-Curricular Record, including outreach to programs and groups on campus, and the creation of support documentation for various user groups
- Respond to student / student group / stakeholder questions about the CCR, including CCR recognition requirements, and the recognition / validation process
- Provide training sessions for students, staff and faculty on how to use the Co-Curricular Module in CareerConnect, and how to submit required Co-Curricular Record documents.
- Communicate deadlines for program-related updates / reflections
- Regularly communicate with participants and other staff about questions, concerns and/or challenges with the program

Peer Helping / Peer Involvement Advising (25%)

- Hold weekly "office hours" for UM students to engage in Peer Involvement Advising
- meeting with students one-on-one to discuss involvement on UM campuses and opportunities available through Student Clubs, CCR-Recognition and more
- Attend regular team meetings
- Maintain confidential records of all Peer Involvement Advising meetings
- Assist with the maintenance of the Peer Involvement Advising meeting calendar
- Cover the front desk when required
- Answer the Student Life phone line and support community members with their questions and inquiries
- Assist with monthly data reporting
- Data & Information Management (20%):
- Assist in keeping student Co-Curricular Records up to date and accurate
- Creating archived CCRs (covering activities from 2012-2020) for students
- Managing and keeping accurate records of students in CCR-recognized programs
- Managing and keeping accurate reporting records

- Communications, Promotion, & External Events (5%)
- Attend university-wide events (e.g. Open House) and promote the Student Life office and Student Life programs

Administrative & Organization (20%)

- Creating archived CCRs (covering activities from 2012-2020) for students
- Managing and keeping accurate records of students in CCR-recognized programs
- Managing and keeping accurate reporting records
- Other duties as assigned.

Specific or additional projects could be determined based on interests / experience / skill.

Note that some evening and weekend work may be required.

Competency/Skill and Learning Outcomes

Planning and Organizing

- Effectively apply organizing and planning skills to manage work, work effectively to complete tasks and meet deadlines, proactively plan and manage work.

Verbal Communication

- Ask and answer questions, clarify, and summarize what others are communicating.
- Exchange and convey information, both verbally and non-verbally, to express oneself and build understanding.

Written Communication

- Condense information/produce concise summary notes, write letters and reports that are logically structured, and adapt writing style in consideration of audience.

Problem Solving

- Design, evaluate, and implement strategies to address problems and evaluate potential solutions by asking relevant questions, identifying root causes, gathering facts, and engaging others.

Digital Content Creation & Design

- Synthesizes data and processes into meaningful information and uses effective digital design and mediums to enhance the communication of information and ideas.

Qualifications and skills:

Minimum Formal Education/Training Requirements

- Enrolled as a current student at the University of Manitoba and registered in a minimum of 18 credit hours. First and second year students are highly encouraged to apply.
- Must be in good academic standing (minimum of 2.5 GPA)

Experience

- Previous experience with University of Manitoba student groups is an asset
- Previous experience working in a clerical/office setting is an asset

Skills

- Exceptional interpersonal and customer service skills
- Proficient use of intermediate Microsoft Office features, particularly with Microsoft Excel
- Excellent verbal and written communication skills
- Effective time management and organizational skills
- Effective meeting and record keeping skills

Abilities

- Manage multiple priorities with competing deadlines
- Develop and maintain positive relationships with key stakeholders (including students, faculty, staff, administrators, volunteers, and community members) from a diversity of backgrounds
- Maintain privacy and confidentiality of all communications and records, to the extent protected under the law and statements of ethical practice
- Work independently and be a motivated self-starter
- Work collaboratively as part of a team
- Solve problems effectively, make good decisions, and empower others to do the same
- Recognize opportunity and possibilities when encountering challenges or during change
- Be an exemplary student leader among student leaders, and represent the University of Manitoba with the highest level of professionalism at all times

Wage: \$13-14 per hour

Start Date 09/06/2022

End Date 03/03/2023

Junior Intake Assistant (57968) - Student Accessibility Services

Job Location: 520 UMSU University Centre

Duties will include:

- Provide direct assistance to students (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

Competency/Skill and Learning Outcomes

Oral Communication

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

Written Communication

- Provide information in a coherent and respectful way with correct grammar, punctuation and spelling.

Digital Technology Skills

- Demonstrate proficiency in using Microsoft office, web searches, sending and receiving emails, scheduling appointments and meetings, and inputting data into a customized case management systems.

Problem Solving Skills

- Make decisions in accordance with accepted unit practices and guidelines.

Personal Management

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

Qualifications and skills:

- Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace
- Excellent interpersonal skills (verbal and written)
- Ability to work in a confidential and professional office
- Can work as part of a team
- Can take direction
- Adapt to a busy and, at times, stressful environment
- Punctual

Wage: \$15.00/hour + vacation pay

Start Date 09/19/2022

End Date 03/03/2023

Junior Confidential Intake Assistant (57998) - Student Advocacy and Case Management

Job Location: 520 UMSU University Centre

Job Description

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

Competency/Skill and Learning Outcomes

Oral Communication

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

Written Communication

- Provide information in a coherent and respectful way with correct grammar, punctuation and spelling.

Digital Technology Skills

- Demonstrate proficiency in using Microsoft office, web searches, sending and receiving emails, scheduling appointments and meetings, and inputting data into a customized case management systems.

Problem Solving Skills

- Make decisions in accordance with accepted unit practices and guidelines.

Personal Management

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

Qualifications and skills:

- Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace
- Excellent interpersonal skills (verbal and written)
- Ability to work in a confidential and professional office
- Can work as part of a team
- Can take direction

Wage: \$15.00/hour + vacation pay

Start Date 09/06/2022

End Date 03/31/2023

Junior Student Advocate (58001) - Student Advocacy and Case Management

Job Location: 520 UMSU University Centre

Job Description

Duties will include:

- Manage a student caseload based on applicant's previous training and experience in conflict resolution and knowledge of University rules/regulations.
- Provide advice and assistance to students regarding academic, discipline and administrative issues.
- Perform front desk tasks (reception, intake).
- Assist with Student Advocacy project work.
- Assist with the development and delivery of presentations.
- Assist with administrative tasks (e.g. filing, photocopying).

Competency/Skill and Learning Outcomes

Oral communication

- Provide clear and relevant information, mapout options, while supporting, educating and providing feedback.

Written communication

- Provide information in a coherent and respectful way with correct grammar, punctuation and spelling.

Problem-Solving Skills

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

Personal management

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

Digital Technology Skills

- Demonstrate proficiency in using in Microsoft office, online searches, sending and receiving emails, case file management strategies and inputting data into customized case management systems.

Qualifications and skills:

- Excellent interpersonal and communication skills (verbal, written)
- Ability to work individually as well as part of a team
- Possess high degree of professionalism and diplomacy
- Ability to work in a confidential and professional office
- Ability to work in a busy and stressful work environment (i.e., manage competing priorities effectively)
- Proficiency in using computer and related office software (Microsoft Office)

- Record keeping and filing (i.e., electronic and physical file management and organization)
- Enthusiasm for helping students
- Preference for experience managing a case load
- Preference is given to students with relevant mental health training (mental health first aid for youth, ASIST etc.) and with familiarity with university policies and procedures.

Wage: \$18.50/hour + vacation pay

Start Date 09/06/2022

End Date 03/31/2023

Alternate Format Assistant/Invigilator (57969) - Student Affairs

Job Location: 335A and 155 UMSU University Centre

Job Description

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

Duties will include:

- The Alternate Format Assistant will be available for student help desk requests and office hours in the Assistive Technology Lab.
- During peak times, the Assistant will also assist with invigilation of exams and front desk coverage including:
 - Responsible for setting up the examination room according to specific requirements as well as ensuring that equipment and facilities are functioning properly.
 - Monitoring students while they write tests and exams.
 - Ensures that students comply with regulations with respect to exams.
 - Responsible to report any behavior by students or others that does not comply with University regulations.
- Front Desk Coverage: At times, Invigilators will be asked to answer phones and walk-in inquiries at the front desk office.

Competency/Skill and Learning Outcomes

Client service:

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

Teamwork:

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

Communication:

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

Digital skills:

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

Leadership:

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

Qualifications and skills:

Wage: \$15.00/hr + vacation pay

Start Date 09/19/2022

End Date 03/03/2023

Student Employment Assistance Officer

Job Location: Virtual or on campus

Job Description

The Student Employment Assistance Officer will work with an Experiential Learning Specialist to develop and implement experiential learning opportunities for University of Manitoba students.

Duties will include:

- Post jobs, and ensuring the databases is accurate and up to date
- Manage confidential data, verifying student funding status, program eligibility and tracking employer hiring and funding use.
- Market employment connection and experiential learning programs to students and potential employers
- Assist in contacting employers to promote the employment services of Career, Community and Experiential Learning Centre and conduct employer follow-up and communications
- Organize employer information and recruitment sessions
- Promote careerCONNECT to students and employers
- Assist in data management of employer information in Orbis
- Create and manage employer information and contact lists
- Work with other staff to review and analyze employer information and suggest ways to streamline information
- Research labour market information and employment opportunities related to various fields
- Welcome, direct and provide information to students virtually or in the Career Centre if COVID restrictions allow.
- Assist students with self-directed resources such as resume, cover letter, interview booklets and career planning resources.
- Help students retrieve educational and occupational information
- Website updates
- Market experiential learning opportunities through social media, articles, and other communications mediums

Competency/Skill and Learning Outcomes

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

Qualifications and skills:

Wage: \$14.50 per hour + 6% vacation pay. 117 hours of work total

Start Date 09/05/2022

End Date 03/03/2023

Student Services Projects Assistant

Job Location: 160 Agriculture Building + remote

Job Description

The Student Services Office at the Faculty of Agricultural and Food Sciences plays a significant role in providing information and support to prospective and current students enrolled in all eight (8) of our undergraduate programs. The unit provides essential programs and services that are designed to help students navigate university and help them make informed decisions through academic advising, degree/diploma program planning, resource referrals, awards/scholarships, and much more.

This position will be a combination of remote and in-person working environments.

Duties will include:

The successful candidate will work in collaboration with the Student Services Office and staff to provide essential administrative and project support to further improve our ability to support students in an effective and efficient way. The student will provide assistance with numerous projects related to academic and student advising/support, financial aid, student newsletters, resource/content creation, and other administrative projects.

Competency/Skill and Learning Outcomes

Written and Oral Communication:

- * Communicating with faculty, staff and students on a daily basis.
- * Adapt writing style in consideration of different audiences.
- * Ask and answer questions, clarify, and summarize what others are communicating.
- * Provide clear explanations and directions while instructing, educating and providing feedback.
- * Learn creative ways to communication with a person whose first language is not English.

Teamwork

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

Leadership

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

Planning & Organizing

- * Effectively apply organizing and planning skills to manage workload.

Problem Solving Skills

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

Digital Technology Skills

- * Perform basic computer tasks, such as creating documents, saving files, and sending emails.
- * Demonstrate proficiency in using Microsoft office, online searches, and data entry.

Personal Management

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

Qualifications and skills:

Strong planning and organizational skills.

Strong interpersonal skills required in dealing with students, staff, faculty and the general public, in person or on the phone.

Ability to work independently as well as part of a team.

Enthusiasm for helping students and strong attention to detail.

The applicant should possess a professional, friendly, helpful and outgoing attitude.

Proficiency in using computer and related office software (Microsoft Office)

Office experience is an asset.

Wage: \$11.95 to \$15.70 per hour

Start Date 05/04/2022

End Date 08/31/2022

Customer Service Representative (Bannatyne - 57711) – Recreation Services

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 will 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

Competency/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.

Qualifications and skills:

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.

Wage: \$13.40/hr

Start Date 09/01/2022

End Date 03/31/2023

Research

Student Research Assistant (58015) - Kinesiology and Recreation Management

Job Location: Fort Garry Campus

Job Description

The Research Assistant will support ongoing research activities in the Vision & Mobility Laboratory including:

- Organization and preparation of research laboratory for data collection, including lab equipment calibration.
- Recruitment and /or screening of potential research participants.
- Carry out study protocols using lab equipment for the recording of human movement.
- Processing and analysis of quantitative data using specific software.
- Literature search and summary.

Competency/Skill and Learning Outcomes

The student will have gained the ability to:

- Oral Communication - Provide clear explanations and directions to a diverse group of researchers, students and members of the community
- Teamwork - Actively contribute to team projects/tasks; fulfils required roles, participates in discussion to improve effectiveness
- Leadership - Take initiative in leading, supporting and motivating others in developing individual skills or tasks to achieve goals
- Planning and Organization - Effectively apply organizing and planning skills to manage work
- Problem Solving Skills - Use problem-solving strategies to identify and resolve problems, and determine solutions
- Analysis and Research - Collect primary data and/or assist in carrying out lab analysis for quantitative research

Qualifications and skills:

- Knowledge of Microsoft Office is required
- Basic knowledge of Human Anatomy/physiology is preferred
- Knowledge of reference manager systems (e.g., Zotero, Mendeley) and database search (e.g., Pubmed, Scopus)
- Knowledge of coding and data analysis routines (eg. Visual 3D, SPSS, Matlab, E-prime) is an asset
- Strong organizational skills to ensure the proper day-to-day operation of the laboratory
- Strong interpersonal skills to work and interact with a diverse group (eg. study participants, students, faculty, staff)
- Ability to work independently and as part of a team
- Willingness to learn and work collaboratively

Wage: \$15/hour

Start Date 10/03/2022

End Date 03/03/2023

Student Research Assistant - Brain Injury in Manitoba Care & Research (BIM-CR) project (57847) - College of Rehabilitation Sciences

Job Location:

Job Description

Duties will include:

1. With guidance from supervisor and working with other research staff, help to ensure the success of the project. This includes:
 - a. Plan the research project and write a health/human research ethics board submission.
 - b. Recruit key stakeholders and help them get involved in a World Café research study.
 - c. Organize and implement an online or hybrid key stakeholder World Café.
 - d. Collect data from the World Café.
 - e. Take part in data analysis using the collected World Café research data.
 - f. Ensure the project management and research data are maintained in compliance with best practices, policy, and legislation.
2. Communicate with various key stakeholders who have different professional expertise and lived experience.
3. Create brief and audience-specific project outcome and knowledge sharing resource (e.g., infographic, short presentation, executive summary, short report).

Competency/Skill and Learning Outcomes

- Written oral communication
- Improve clarity and grammar of written communication documents, with feedback from supervisor and research team
- Creating and writing clear and concise project proposals and research related documents (e.g., recruitment emails and posters, screening and data collection documents, informed consent forms, research knowledge sharing resources)

Oral Communication

- Experience in interacting and working with people living with brain injury, their caregivers, or their close-others
- Communication with a wide variety of research partners, key stakeholders/participants
- Leading small group discussions

Teamwork

- Collaboration skills in a respectful and caring team environment
- Providing and receiving positive and constructive feedback
- Creating and maintaining a respectful and kind workplace
- Learning from others who have diverse backgrounds and perspectives

Leadership

- Making decisions and taking responsibilities for decision outcomes
- Assisting people to take part in a participatory research project

Planning & Organizing

- Organizing written documents related to a HREB submission and research project
- Maintaining privacy, confidentiality, and security of research data and information

Analysis & Research

- Knowledge and skills about research ethics and data management

- Knowledge and skills in participatory research
- Knowledge about brain injury
- Knowledge and skills related to participatory qualitative data analysis

Problem Solving

- Identify problems and determine and implement solutions to resolve group-based research related problems
- Self-reflection skills to improve future knowledge, skills, actions, and behaviours

Personal Management

- Independent and self-directed work skills
- Time management and time flexibility skills
- Ideas about career directions related to brain injury care and/or research
- Confidence in being part of research teams

Qualifications and skills:

1. Knowledge of Microsoft Teams and Office (Word and Excel) is required
2. Attention to detail and demonstrated ability to organize and manage many documents is required
3. Desire to work in a caring and respectful research team is required
4. Demonstrated to work independently to meet agreed upon deadlines is required
5. Demonstrated ability to work remotely/online or in-person as needed by work tasks is required
6. Demonstrated ability and expressed confidence to quickly learn new software or technology is preferred
7. Experience in planning groups of people or events is an asset
8. Knowledge about brain injury and/or related experience (lived experience, past work/volunteer work) is an asset

Wage: \$16.00/hr

Start Date 09/15/2022

End Date 03/04/2023

Student Research Assistant (57760) - National Centre for Truth and Reconciliation

Job Location: National Centre for Truth & Reconciliation

Job Description:

The research unit at the National Centre for Truth and Reconciliation (NCTR) is looking for a compassionate, energetic, responsible, and detail-oriented research assistant. Over the 2022 Fall and 2023 Winter Academic of 2022, the research assistant will assist Professor Brenda Gunn, Academic and Research Director of the NCTR, with a variety of research projects related to truth and reconciliation and will contribute to the broader work and projects of the NCTR research unit. Duties will include administrative support such as event planning, as well as research related tasks such as conducting literature reviews, completing research memos, editing documents.

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

Successful applicant will be expected to work 5 hours per week for 26 weeks during the 2022 Fall and 2023 Winter academic terms. The NCTR will pay the student \$20 an hour (plus vacation and benefit payment) for their time.

Competency/Skill and Learning Outcomes

1. Written & Oral Communication

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

2. Teamwork

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

3. Problem Solving Skills

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

4. Analysis & Research

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

5. Personal Management & Development

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

Qualifications and skills:

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

Formal Education:

- Must be a full-time student enrolled at the University of Manitoba for both academic terms (Fall 2022 and Winter 2023). Students must have a minimum 60% course load.
- Graduate student in a law, Indigenous studies, humanities, or social science disciplines preferred.
- Completion of an Indigenous research methodologies course is an asset.
- A keen interest in seeking truth, decolonizing practices, and advancing reconciliation

Abilities & Skills:

- Excellent written and oral communication skills with ability to write clearly and concisely.
- Excellent interpersonal skills
- Ability to work in a professional and confidential work environment
- Reliable and responsible
- Effective time management, prioritization, and organizational skills
- Detail and task oriented
- Highly energetic, motivated, and a self-starter with the ability to work independently or with a team.

Experience:

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

Wage: \$20/hr

Start Date: 09/12/2022

End Date: 04/07/2023

Student Research Assistant (2 Positions, 57754) - College of Pharmacy

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

Job Description:

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

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

Competency/Skill and Learning Outcomes

TEAMWORK

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

ANALYSIS AND RESEARCH

- Gather relevant secondary data and organize information in a logical manner.
- Collect primary data and/or assist in performing experiments and data analysis.
- Analyze data for qualitative and quantitative research.

PROBLEM SOLVING RESEARCH

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

PRESENTATION SKILLS

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

WRITTEN AND ORAL COMMUNICATION

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

PERSONAL MANAGEMENT, PLANNING AND ORGANIZATION

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

Qualifications and skills:

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

Wage: \$15 per hour

Start Date 09/19/2022

End Date 12/23/2022

Student Research Assistant (57858) - Centre on Aging

Job Location: Centre on Aging and/or Remote Work

Job Description

This position will be an opportunity to learn about strategic planning. The student research assistant will assist with analyzing surveys and other activities related to strategic planning as well as assist with the development of a strategic plan. The Student will also assist with the development of a 5-year report on the activities of the Centre on Aging. The student may work remotely or on campus but will have easily accessible supervision regardless of the work situation.

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.

Duties will include:

List of Representative Duties:

- Download and analyze data.
- Create graph data in Excel.
- Make Power Point slides
- Assist with report writing and attachments including the development of a strategic plan and 5-year report.
- Assist with research projects, including doing literature reviews
- Environmental scans
- Archiving research materials

Competency/Skill and Learning Outcomes

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

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

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

Planning and Organizing - Effectively apply organizing and planning skills to manage work. Proactively plan and manage work; monitor results through to successfully complete plans.

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

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

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

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

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

Qualifications and skills:

Education:

- Completing at least one course related to aging would be an asset.
- Understanding of strategic planning process would be an asset.

Experience:

- Experience analyzing data and basic statistical knowledge is required.

Skills & Abilities:

- Knowledge of Microsoft Office (Word, Excel, Power Point) is required.
- Excellent verbal and written communication and interpersonal skills required.
- Ability to follow directions, work independently, manage and prioritize multiple tasks, and organize time is required.
- Attention to detail is required.
- Strong analytic skills to assess quality of material is an asset.
- Ability to synthesize information is an asset.
- Knowledge of gerontological and social science vocabulary is an asset.
- Knowledge and experience in conducting statistical analyses is an asset.
- Ability to work remotely if needed.

Wage: 10 hours/week at \$14.82/hour

Start Date 10/17/2022

End Date 01/20/2023

Student Research Assistant (58107) – Faculty of Education

Job Location: Faculty of Education

Job Description

The Student Research Assistant for Project titled "The Neoliberal Creep in Canadian Education: Dismantling Discourses of Inequity" will report to Dr. Melanie Janzen and collaborate with a research team of community partners and research assistants. This research will document the ways in which neoliberal ideologies are creeping into and undermining public education in Manitoba, while also providing alternative ways in which to conceive of and enact education that fosters more ethical and equitable considerations. The successful candidate will be a Ph.D. or Master's student. The successful candidate also must have experience with conducting literature reviews, scholarly writing, qualitative interviewing, and in-depth experience using data analysis software including NVivo for Mac and SPSS. The candidate should also have experience with Podcast development, and Social Media engagement. Students with backgrounds in the fields of education, disability studies and related disciplines will be considered.

Duties will include:

List of Representative Duties:

- Download and analyze data.
- Create graph data in Excel.
- Make Power Point slides
- Assist with report writing and attachments including the development of a strategic plan and 5-year report.
- Assist with research projects, including doing literature reviews
- Environmental scans
- Archiving research materials

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

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

LEADERSHIP Accept responsibility for decisions and display a positive attitude and perseverance. Models a strong desire to succeed by demonstrating adaptability to achieve goals. 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. **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 Perform calculations for adding, subtracting, multiplying and dividing, and converting between fractions and decimals. Perform complex calculations and operations that require using advanced multi-step mathematical strategies. Analyze or compare numerical data to identify trends or compare statistics.

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

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

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

Qualifications and skills:

The successful candidate will also be encouraged to engage in the proposed study for the purpose of conducting their thesis. The responsibilities include:

- Literature review
 - Document analysis
 - Participant recruitment
 - Interviewing and survey analysis
 - Qualitative analysis using NVivo for Mac and Quantitative Data analysis using SPSS
 - Scholarly writing
 - Participation in biweekly team meetings with the research team (remotely or in person)
 - Participation in meetings with community stakeholders (remotely or in person)
 - Knowledge mobilization activities, including the publication of scholarly articles, policy frameworks, policy briefs, conference presentations, and community consultations
- Wage: 10 hours/week at \$14.82/hour

Wage: \$17 - 20/hour + 6% vacation pay

Start Date 09/07/2022

End Date 03/07/2023

Gallery Assistant: Exhibitions and Collections (57731) - School of Art

Job Location: School of Art Gallery

Job Description:

The School of Art Gallery requires a Gallery Assistant to work primarily in the area of collections care and management. The School of Art Gallery presents 8-12 exhibitions and related events each year and maintains a growing collection of over 4000 artworks in its holdings. The Gallery Assistant will contribute research to the Permanent Collection database and will help to ensure that works in the gallery holdings are safely cared for. The Gallery Assistant may also contribute exhibition research and assist with the installation and setup of exhibitions and events. This is a part time position of up to 15 hours a week.

Job Objectives:

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

Duties:

- Assisting with inventory and condition reporting of artworks in the Permanent Collection;
- Auditing, updating, and uploading records in the Permanent Collection database;
- Photographing artworks and scanning documents from artwork acquisition files;
- Assisting with installation of exhibitions and setting up of events.

Competency/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.

Digital Technology

- Work with a range of software including digital photography and electronic equipment including image scanning and assembly of digital publications.

Qualifications and skills:

- Excellent oral and written communication skills;

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

Work-Study Eligibility:

- Have proof of a 2022-2023 government student aid package of at least \$2,000; or, proof of 2022-2023 Indigenous band sponsorship, Metis Nation post-secondary funding, or disability funding. (Note that past government aid does not count; personal bank loans such as lines of credit and/or educational loans and registered educational saving plans are not considered with this program.);
- Be registered at the University of Manitoba as a full-time undergraduate or graduate student in both terms (Fall 2022 and Winter 2023). Students must have a minimum 60% course load (i.e. 9 credit hours per term for undergraduate students);
- Have achieved a satisfactory academic standing with a minimum 2.0 institutional grade point average in their previous academic session (not applicable for new U of M students);
- Be residing in Manitoba throughout the Work-Study employment term.

International students are not eligible unless they have proof of a government student loan or aid package for the 2022-2023 school year from their home country. Private/educational bank loans are not considered; no exceptions will be made. Proof of government funding must be attached to the student application or will be considered ineligible.

The Work-Study Program, coinciding with the University of Manitoba, is strongly committed to equity and diversity within its community and especially welcomes applications from women, members of racialized communities, Indigenous persons, persons with disabilities, persons of all sexual orientations and genders, and others who may contribute to the further diversification of ideas. Students will self-declare themselves as equity candidates via their cover letters.

Wage: \$13.50 per hour

Start Date: 10/03/2022

End Date: 03/03/2023

RESEARCH ASSISTANT (58012) - College of Rehabilitation Sciences

Job Location: RT Department (CoRS)

Job Description

The incumbent will assist in the planning and implementation of research studies in the area of chronic respiratory conditions and long COVID-19.

Duties will include:

- assisting in administrative and data collection activities associated with ongoing research projects
- communication with the primary investigator, and other members of the research team
- assisting with developing scoping review protocol
- assisting with submitting protocol registration
- conducting scoping review (screening and data extraction)
- assisting with the synthesis of results, creating organized tables of results etc.
- contributing to writing the draft of the manuscript(s)
- other support activities related to research

Competency/Skill and Learning Outcomes

At the end of this job opportunity, the student will have acquired knowledge and skills in various stages of conducting research studies and synthesis of evidence.

Qualifications and skills:

- demonstrated ability to work autonomously, setting goals and developing plans to achieve those goals, with minimal supervision
- demonstrated ability to work well in a team environment
- excellent time management, initiative and organizational skills.
- exceptional written and oral communication skills

Wage: 18-20

Start Date 09/15/2022

End Date 03/04/2023

Research Assistant (58010) - Faculty of Architecture

Job Location: Winnipeg

Job Description

The research assistant will support the research project 'Quality in Architecture: Community-Led Pathways to Affordable & Sustainable First Nation Housing'. This project is part of a bigger Pan-Canadian research effort that includes up to 14 Canadian institutions. The job includes helping prepare and attend workshops and webinars developed locally and nationally, and researching and documenting case studies that explore questions related to biomaterials, buildings' energy performance and First Nations housing.

Competency/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

Qualifications and skills:

- Interest and enthusiasm in the research subject.
- 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 who identify as members of minority groups.

Start and end dates can be negotiated

Wage: 12-16CAD

Start Date 10/02/2022

End Date 03/04/2023

Research Assistant (58050) - Faculty of Kinesiology and Recreation Management/ Facilities

Job Location: Active Living Centre/online

Job Description

Project title: Sex differences in the cardiovascular and respiratory responses to postural transitions and exercise.

Cardiorespiratory & Physiology of Exercise Research Laboratory (CPER Lab).

We focus our efforts to improve people's well-being and quality of life. We are interested in research knowledge about how the cardiovascular and respiratory systems are regulated during orthostatic stress (postural transitions) and exercise. Our ultimate goal is to determine how sex, frailty, aging and chronic diseases play a role in cardiovascular and respiratory responses to implement interventions to preserve, maintain, or regain function and health. The knowledge provided by this type of research could be beneficial for the early detection of cardiovascular and respiratory impairments (dysfunction). The current study's purpose is to determine whether sex plays a role in the cardiovascular and respiratory responses to postural transitions and exercise. Cardiovascular responses will be measured by heart rate, blood pressure, oxygen consumption, carbon dioxide output, among others. The protocol will be based on the most performed activities of daily living, for example (i.e., lying to standing, sitting to standing, lying to sitting and walking).

Duties will include:

- Literature searches
- Assist with Ethics Application to the Ethics Review Board
- Assist with data collection, organization and quantitative data analysis
- 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.

Competency/Skill and Learning Outcomes

Written Communication

- Summarize information appropriately with accurate grammar and spelling

Oral Communication

- Good flow to explain clearly and objectively ideas and concepts
- Ability to ask and answers questions as well as to instruct, educate, and provide feedback

Teamwork

- Respect, support, be patient and kind to others
- Work collaboratively in team-projects and tasks
- Provide positive and constructive feedback
- Care about the team and be open to listening to other ways of thinking and expression of opinions
- Learn from others, accept and share responsibilities

Leadership

- Take responsibilities to make decisions
- Show a positive attitude towards others and tasks

- Be and resilient

Planning and Organizing

- Actively apply organizational and planning skills to manage workload; pro-actively analyze of plans through reflection and completion

Analysis and Research

- Collection/Analysis of relevant primary project organized information in a logical flow.
- Gather relevant information and/or assist in carrying secondary data analysis in a logical manner
- Get involved in quantitative data analysis

Problem-solving skills

- Identify, resolve, and determine solutions to problems/issues using problem-solving strategies

Personal Management

- Effective management of priorities and time management to generate successful project outcomes
- Be an active learner, embrace new opportunities, and understand the importance in every job/task

Qualifications and skills:

1. Knowledge of Microsoft Office (Word and Excel) is required
2. Basic knowledge in Human Physiology and Exercise Physiology knowledge is an asset
3. Knowledge of the reference manager Mendeley is an asset.
4. Attention to details is essential
5. Desire to learn is fundamental
6. Ability to work independently and online

Wage: 15.00/hour

Start Date 09/19/2022

End Date 03/03/2023

HR & Improvement Student (58057) - Human Resources

Job Location: Fort Garry Campus

Job Description

Change Management and Project Services (CMaPS) is a department within Human Resources and is responsible for providing change management, project management and process improvement services to the University community. We work with departments in a consultative basis to help facilitate and support changes that improve the University and its community. We are passionate about change and people. We work on a diverse set of projects (usually about 25 to 30 projects in progress at any time) such as some of the following:

- supporting units in strategic planning,
- reorganizations,
- improving processes
- large scale changes such as migrating the University website or major systems
- Departmental changes which often involve supporting people to learn new skills, develop new habits and improve how they work

We are looking for students to work alongside CMaPS Improvement Specialists on projects focused on process improvement, change management and project management. If you are interested in exploring consultative roles focused on improving the workplace, managing projects and leading organizational change, then this might be a great opportunity for you!

Duties will include:

The student will assist with:

- identifying and documenting current state processes,
- gathering data and presenting data for analysis,
- using a systematic problem solving approach to current issues,
- using project management tools such as timelines, status reports and action plans to track project progress,
- identifying approaches and tactics to encourage folks to change
- developing tools and templates to improve how CMaPS services are delivered
- various office activities such as updating our intranet site, as well as scanning and filing.

The successful incumbent will have ample opportunity to learn about the business alongside CMaPS Improvement Specialists and contribute to our team.

During your time with CMaPS you can expect:

- Integral role on projects
- Responsibility on individual assignments
- Opportunity to work with many different clients and experience internal consulting
- Mentorship from CMaPS improvement specialists
- Opportunity to gain experience in:
- process mapping,

- working with clients to understand and resolve problems
- how to plan and deliver projects
- how to present ideas and findings effectively
- how to influence change and understand people

Competency/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

- 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.

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.

Qualifications and skills:

- Enrolled in Post-secondary program at the University of Manitoba preferably in engineering or business with a minimum of 18 credit hours
- Advanced competency in English (written and speaking)
- Proficiency in Microsoft Word, Powerpoint, and Excel
- Knowledge of Visio preferred
- Experience using Office 365 products and Microsoft Teams preferred
- Base level knowledge of project management preferred.
- Hours and schedule are flexible and will be negotiated.

Wage: \$16.00 to \$17.00 per hour depending on qualifications.

Start Date TBD

End Date TBD

Research Assistant (2 Positions, 57872) – Faculty of Architecture

Job Location: Faculty of Architecture and SiAF

Job Description

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

Duties will include:

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.

Competency/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

Qualifications and skills:

- 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

Wage: 12\$-16\$/hour

Start Date 10/03/2022

End Date 03/17/2023

Research Assistant (57523) – Faculty of Kinesiology and Recreation Management

Job Location: Integrative Musculoskeletal Research Lab

Job Description

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

Duties will include:

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

Competency/Skill and Learning Outcomes

Competencies

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

Written Communication

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

Oral Communication

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

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

Teamwork

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

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

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

Leadership

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

Planning and Organizing

Effectively apply organizing and planning skills to manage work.

Problem Solving Skills

Make decisions in accordance to accepted practices and guidelines

Analysis and Research

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

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

Assist in the analysis of quantitative research.

Problem Solving Skills

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

Personal Management

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

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

Qualifications and skills:

Full-time student during the 2022-23 school year (9 credit hours each for Fall/Winter terms)

GPA of at least 2.0

Knowledge of human physiology and/or anatomy is an asset.

Knowledge of the reference manager Mendeley, is an asset.

Knowledge of Microsoft Office (Word and Excel) is required.

Excellent verbal and written communication and interpersonal skills required.

Ability to follow direction and work independently required.

Attention to detail is essential.

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

Wage: 15.00

Start Date: 09/19/2022 End Date: 03/03/2023

Research Assistant (57692) - Centre for Human Rights Research (CHRR)

Job Location: Centre for Human Rights Research

Job Description:

Research assistants will assist Dr. Adele Perry, Director of the Centre for Human Rights Research, with a variety of human rights and social justice research projects. Student research assistants will contribute to the CHRR's mandate of sharing research-driven knowledge, public policy, and intellectual debate on issues related to human rights and social justice.

This is the 10-year anniversary of the CHRR and thus much of the work will be focused on event planning and logistics for various events leading up to the anniversary and follow up afterwards. In addition, if the student is interested, there may also be an opportunity to write a reflective piece for publication.

Competency/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
- Comfort in professional correspondence to staff and faculty involved with the CHRR

Planning and Organizing

- Proactively plan and manage work; monitors results to successfully complete plans.
- Interest and skill in event planning
- Detail oriented

Excellent time management

- Work effectively to complete deadlines when under pressure.

Analysis and Research

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

Teamwork

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

Digital Technology Skills

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

Qualifications and skills:

Enrollment

- Full-time 3rd-year or 4th-year undergraduate student or graduate student in both terms (Fall 2021 and Winter 2022). Students must have a minimum 60% course load
- Five hours a week

Education

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

Skills and Abilities

- Knowledge of Microsoft Office (Word, Excel, Power Point) is required.
- Ability to create accessible digital content as well as graphics using programs such as Canva or InDesign.
- Excellent verbal and written communication and interpersonal skills required.
- Ability to follow directions, work independently, manage and prioritize multiple tasks, and organize time is required.
- Ability to work remotely required.

Wage: \$16.25/ Hour

Start Date:

End Date

Technical and Laboratory

Waste Reduction Assistant (57900) - Physical Plant

Job Location: Physical Plant

Job Description

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

Competency/Skill and Learning Outcomes

Written Communication

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

Oral Communication

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

Teamwork

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

Leadership

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

Planning and Organizing

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

Problem Solving Skills

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

Analysis and Research

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

Numeracy

- Able to carry out arithmetic operations/understand data.
- Analyze or compare numerical data to identify trends or compare statistics.
- Digital Technology
- Performs basic computer tasks, such as creating documents, saving files, and sending emails.

Presentation Skills

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

Personal Management

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

Qualifications and skills:

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

Wage: \$17.00 per hour

Start Date 09/15/2022

End Date 03/04/2023

Junior Systems Analyst (58003)- Information Services & Technology

Job Location: Remote

Job Description

Several projects are looking for help from a junior systems analyst to help with reorganizing various technical documents and reviewing/supporting the Senior Analyst on analysis of data, repointing system to different sources and provide technical analysis support where required.

Duties will include:

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

Competency/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.

ORAL COMMUNICATION

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

TEAMWORK

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

LEADERSHIP

Accept responsibility for decisions and display a positive attitude and perseverance. Models a strong desire to succeed by demonstrating adaptability to achieve goals. 35

PLANNING AND ORGANIZING

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

PROBLEM SOLVING SKILLS

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

ANALYSIS AND RESEARCH

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

DIGITAL TECHNOLOGY SKILLS

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

PRESENTATION SKILLS

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

PERSONAL MANAGEMENT

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

Qualifications and skills:

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

Wage: TBD

Start Date 10/03/2022

End Date 03/31/2023

Fabrication Assistant (58159) - CE2P2E, Faculty of Engineering

Job Location: Digital Fabrication Laboratory, E2-220 EITC

Job Description:

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

Competencies / Skill and Learning Outcomes:

Oral Communication

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

Teamwork

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

Leadership

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

Planning and Organizing

- Effectively apply organizing and planning skills to manage work.

Problem Solving Skills

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

Digital Technology Skills

- Perform fabrication related tasks and learn to become competent with a wide range of fabrication related skills.
- Demonstrate in depth knowledge of various types of fabrication equipment and techniques used in the engineering design process

Job Requirements

Minimum of 2.8 institutional GPA.

- Current student enrolled in the Faculty of Engineering
- Biosystems, ECE or Mechanical students preferred

- Experience with 3D Design (CAD) specifically in Solidworks or Autocad
- Experience in hands-on-work (specifically fabrication) is an asset
- Graphic design skills an asset
- Excellent written and verbal communication skills

Wage: \$14 per hour

Starting Date: 09/06/2022

Ending Date: 03/03/2023

SES Student Website Assistant (57857) - Student Engagement & Success

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

Job Description:

Web Content Updates: 90%

Make page updates as requested by Student Affairs departments and approved by Outreach Specialists

Make recommendations for updates based on user experience and unit needs.

Create a strategy and timeline for transition student affairs RedDot (old CMS) pages to Drupal (New CMS)

Attend NGWC (Next Gen Web Community-of-Practice) meetings for updates on Drupal and best practices.

Other 10%

There are other projects and programs constantly developed within Student Engagement and Success. Support in the form of insight, integration, development, etc. may be asked. There will be major events like orientations and career fairs where your assistance will be required.

Performs other duties as assigned

Competency/Skill and Learning Outcomes

SKILLS and ABILITIES:

Attention to detail

Very good verbal and written communication skills

Ability to manage difficult conversations with diplomacy and tact

Ability to work independently and with groups, while taking direction from supervisors

Demonstrate creativity in front end web design 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.

Qualifications and skills:

MINIMUM FORMAL EDUCATION/EXPERIENCE/TRAINING REQUIRED:

Current student enrolled at the University of Manitoba.

A keen interest in helping students and learning about Student Affairs and its departments through University of Manitoba website.

Proficiency in Web Content Management System environments (Drupal experience and asset)

Proficiency in Microsoft Office 365 software suite with emphasis on Excel, Word, Teams and Outlook

Proficiency in Adobe InDesign, Photoshop, and/or Dreamweaver (or similar software) an asset

Experience working with diverse stakeholder groups is an asset

Wage: TBD

Start Date 09/19/2022

End Date 03/03/2023

Computer Lab Assistants (2 Positions, 58020)- Faculty of Education - Computer Lab

Job Location: Faculty of Education, 328 Education Building

Job Description

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

Duties:

- Provide technical support to users of the Education Computer Lab.
- Assist students/staff in using software, scanners, photocopier, and digital equipment.
- Maintain the security and cleanliness of the lab, workstations, and equipment.
- Prepare the lab and equipment for bookings.
- Circulate among students in the lab to answer questions, tidy up workstations, and to ensure acceptable use of the lab.
- Sign out equipment to authorized students and staff.
- Accept cash payments for the purchase of photocopying/printing credits and special print jobs. Enter payments in Excel spreadsheet and perform cash-out procedures.
- Set-up user accounts for self-serve photocopying/printing.
- Retrieve special print jobs.
- Maintain printer and photocopier.
- Assist with software installs and updates.
- Perform other duties as assigned.

Competency/Skill and Learning Outcomes

Teamwork

- Accept and share responsibility. Learn from constructive criticism.

Oral Communication

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

Planning and Organizing

- Effectively apply organizing and planning skills to manage work.

Problem Solving Skills

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

Digital Technology Skills

- Performs basic computer tasks, such as creating documents, saving files, and sending email.
- Demonstrate in depth knowledge of computer software and information technology systems.

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.

Presentation Skills

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

Qualifications and skills:

- Experienced using Microsoft Office programs, using the Internet, and email programs.
- Knowledge of both Windows and MAC computers preferred.
- Familiarity with the Faculty of Education programs an asset.
- Must enjoy working with and helping others.
- Ability to take initiative and work independently.
- Good command of the English language.

Wage: \$12.50 + 6% vacation pay per hour

Start Date 09/12/2022

End Date 04/06/2023

Lab Assistant (57937) - Biological Sciences

Job Location: 503 Buller

Duties will include:

Lab assistant for research in pollination biology. Potential duties will include:

- Use of stains, microscope and particle counter to quantify pollen grains moved by insect pollinators
- Data entry and data summaries using Microsoft Excel
- Germination and maintenance of research plants
- Mounting and measurement of insect specimens
- Student will also have the opportunity to learn about the specific projects they are involved in and to participate in biweekly lab discussions.

Competency/Skill and Learning Outcomes

Oral communication

- Ask and answer questions, clarify, and summarize what others are communicating.
- Communicate with others using a variety of communication strategies to convey ideas.

Teamwork

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

Technical Skills

- Operation of microscopes, particle counter and associated software, knowledge of requirements for plant care, insect curation and identification (if interested)

Analysis and Research

- Collect primary data

Qualifications and skills:

- Interested in plants
- Good manual dexterity
- Attention to detail

Wage: \$13.50 per hour

Start Date 09/15/2022

End Date 03/10/2023

Laboratory Monitor (57693) - Faculty of Education

Job Location: Education Building

Job Description:

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

The duties for this position are:

- create or update the database of science equipment and materials
- monitor the supply of consumable materials and alert faculty or the department head when supplies are low so more can be ordered
- organize and maintain the laboratory so all equipment and materials are stored safely
- work with science education faculty to determine priorities for future science laboratory purchases.

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

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.

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

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

Qualifications and skills:

The preferred candidate will be a student in the Faculty of Education with a science background

Wage: \$12.50/hr

Start Date 09/19/2022

End Date 03/31/2023

Art Room Monitor (57695) – Faculty of Education

Job Location: Education Building

Job Description

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

The duties for this position are:

- create or update the database of art supplies
- monitor the supply of consumable materials and alert faculty or the department head when supplies are low so more can be ordered
- organize and maintain the art room so all equipment and materials are stored safely
- work with art education faculty to determine priorities for future art room purchases.

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

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.

DIGITAL TECHNOLOGY SKILLS

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

PERSONAL MANAGEMENT

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

Qualifications and skills:

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

Wage: 12.50/hr

Start Date: 09/19/2022

End Date: 03/31/2023

Herbarium Database Technician (57530)- Department of Biological Sciences

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

Job Description

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

The job requires an understanding of botanical nomenclature and georeferencing.

Competency/Skill and Learning Outcomes

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

Qualifications and skills:

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

Wage: \$12.35 per hour

Start Date 10/03/2022

End Date 03/03/2023

Office,
Administrative,
and Clerical

Climate Action Plan Assistant (57994) - Office of Sustainability

Job Location: TBD

Job Description

The Climate Action Plan Assistant will report to the Director of the Office of Sustainability. The position will provide skilled assistance on a variety of projects related to the UM Climate Action Plan. This includes performance of a wide variety of tasks, data analysis, report creation and the design and promotion of student engagement materials related to the plan. After receiving general instructions on the Climate Action Plan projects and objectives, the successful candidate is expected to assist in organizing, planning and scheduling their work to obtain the required information or complete the required tasks. The position is required to research relevant subject material and work with the Climate Action Plan project manager to communicate desired outcomes, create a work plan and engage the campus community.

Duties will include:

Competency/Skill and Learning Outcomes

Communication

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

Teamwork and Leadership

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

Planning and Organizing

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

Problem Solving Skills

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

Analysis and Research

- Collect primary data and/or assist in carrying out surveys.
- Gather relevant secondary data and organize information in a logical manner.
- Analyze metrics/samples/surveys for quantitative/qualitative research.
- Knowledge of software systems to support the position. Experience with Microsoft Office (Word, Excel, Outlook) is required. Experience with ESRI GIS, graphic programs such as Adobe CS and social media platforms is an asset.

Digital Technology Skills

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

Presentation Skills

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

Personal Management

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

Qualifications and skills:

- Interest sustainability, compost and waste reduction and diversion.
- Good communication skills.
- Problem-solving skills.
- Hardworking
- 20 Hours per Week.

Wage: \$19.00 per hour

Start Date 09/15/2022

End Date 03/03/2023

Ooshka-Abe (57543)- Student Affairs

Job Location: Migizii Agamik

Job Description

The Ooshka-abe will be responsible for assisting with the coordination and promotion of cultural and ceremonial events and outings, as well as acting as a student ambassador for Indigenous students at the U of M. They will take part in Ceremonies, outings and have knowledge in Spirituality and Indigenous Medicines. They will also assist with general duties that support the regular operation of the Indigenous Student Centre such as:

- welcoming students and visitors
- screening and directing calls
- scheduling appointments
- providing on campus and/or community referral/s
- booking rooms
- producing correspondence and documents
- assisting with events
- ensuring posting boards are up to date, etc/

Competency/Skill and Learning Outcomes

Communication Skills

Informing the Indigenous community (both internally and externally) about cultural events on campus

Creating cultural content for social media.

Teamwork

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

Leadership

Accepting responsibility for decisions that require a strong motivator (eg. planned events)

Development of cultural capacity by engaging and participating in ceremonies, interacting with Elders, etc.

Job Requirements:

- Be able to assist female/male Elders throughout various activities/ceremonies, as needed.
- Be available to assist with Full Moon ceremonies on a monthly basis, including assisting facilitating virtual cultural gatherings.
- Must have some knowledge of/experience with Traditional Indigenous ceremonies, protocols, medicines, etc.
- Must be friendly, have excellent customer service and basic computer skills.
- Must be a self-starter and able to work independently

Wage: \$15.00/hour

Start Date 09/06/2022

End Date 03/03/2023

Inuit Inclusion Assistant (58185) - Office of the Vice President Indigenous

Job Location: Office of Vice President Indigenous, 107 Administration

Job Description

The Inuit Inclusion Assistant will primarily work with the Director of Cultural Integration and provide assistance in organizing meetings, developing project goals and creating events to enhance the support and celebration of Inuit students. The skills that will be practiced are effective communication, networking, sharing resources with students, active listening, interpersonal skill building, cultural learning and meeting planning and facilitation.

Duties may include:

- Create activities/events that support Inuit students
- Assist with facilitation of meetings
- Contact other units on campus
- Develop initiatives to increase awareness and understanding of Inuit cultures
- Facilitate group discussions
- Assist at cultural events for cross-cultural learning
- Participate in Indigenous Student Centre meetings and events

There may also be other duties as assigned.

Competencies / Skills and Learning Outcomes

Written Communication

- Summarize meeting notes in a concise manner

Oral Communication

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

Teamwork

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

Leadership

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

Presentation Skills

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

Personal Management

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

Job Requirements:

- Applicants must have successfully completed a minimum of at least 18 credit hours
- Full time student during the 2021-2022 school year (9 credit hours each for fall/winter terms)
- Should have an interest in working with Indigenous students in all levels of study

- Must be organized and willing to co-facilitate some meetings
- Must be friendly, have excellent customer service and basic computer skills
- Must be a self-starter and able to work independently

Wage: \$15.00/hour

Start Date: 09/06/2022 (tentative)

End date: 03/03/2023

Métis Inclusion Assistant (57984)- Office of the Vice President Indigenous

Job Location: Office of Vice President Indigenous, 107 Administration

Job Description

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

Duties will include:

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

There may also be other duties as assigned.

Competency/Skill and Learning Outcomes

Written Communication

- Summarize meeting notes in a concise manner

Oral Communication

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

Teamwork

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

Leadership

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

Presentation Skills

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

Personal Management

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

Qualifications and skills:

- Applicants must have successfully completed a minimum of at least 18 credit hours
- Full time student during the 2021-2022 school year (9 credit hours each for fall/winter terms)
- Should have an interest in working with Indigenous students in all levels of study
- Must be organized and willing to co-facilitate some meetings
- Must be friendly, have excellent customer service and basic computer skills
- Must be a self-starter and able to work independently

Wage: \$15.00/hour

Start Date 09/19/2022

End Date 03/03/2023

HR & Improvement Student (58057) - Human Resources

Job Location: Fort Garry Campus

Job Description

Change Management and Project Services (CMaPS) is a department within Human Resources and is responsible for providing change management, project management and process improvement services to the University community. We work with departments in a consultative basis to help facilitate and support changes that improve the University and its community. We are passionate about change and people.

We work on a diverse set of projects (usually about 25 to 30 projects in progress at any time) such as some of the following:

- supporting units in strategic planning,
- reorganizations,
- improving processes
- large scale changes such as migrating the University website or major systems
- Departmental changes which often involve supporting people to learn new skills, develop new habits and improve how they work

Job Duties:

We are looking for students to work alongside CMaPS Improvement Specialists on projects focused on process improvement, change management and project management. If you are interested in exploring consultative roles focused on improving the workplace, managing projects and leading organizational change, then this might be a great opportunity for you!

The student will assist with:

- identifying and documenting current state processes,
- gathering data and presenting data for analysis,
- using a systematic problem solving approach to current issues,
- using project management tools such as timelines, status reports and action plans to track project progress,
- identifying approaches and tactics to encourage folks to change
- developing tools and templates to improve how CMaPS services are delivered
- various office activities such as updating our intranet site, as well as scanning and filing.
- The successful incumbent will have ample opportunity to learn about the business alongside CMaPS Improvement Specialists and contribute to our team.

During your time with CMaPS you can expect:

- Integral role on projects
- Responsibility on individual assignments
- Opportunity to work with many different clients and experience internal consulting
- Mentorship from CMaPS improvement specialists

Opportunity to gain experience in:

- process mapping,
- working with clients to understand and resolve problems
- how to plan and deliver projects
- how to present ideas and findings effectively
- how to influence change and understand people

Competency/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

- 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.

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.

Qualifications and skills:

- Enrolled in Post-secondary program at the University of Manitoba preferably in engineering or business with a minimum of 18 credit hours
- Advanced competency in English (written and speaking)
- Proficiency in Microsoft Word, Powerpoint, and Excel

- Knowledge of Visio preferred
- Experience using Office 365 products and Microsoft Teams preferred
- Base level knowledge of project management preferred.
- Hours and schedule are flexible and will be negotiated.

Wage: \$16.00 to \$17.00 per hour depending on qualifications.

Mental Health Strategy Assistant (57988) - Student Affairs

Job Location: 137 Education Building

Job Description

In this role, the successful applicant would be working for 20 hours per month (approximately 5 hours/week in October, November, January and February) to assist with the ongoing administrative evaluation aspects and implementation of the campus mental health strategy.

This strategy contains over 60 recommendations, each falling under six thematic areas/goals.

Specifically, this role would include assisting with the following three aspects:

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

Competency/Skill and Learning Outcomes

Written Communication

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

Oral Communication

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

Teamwork

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

Planning and Organizing

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

Problem-Solving Skills

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

Analysis and Research

- Collect primary data and/or assist in carrying out surveys, focus groups, and lab analysis

Personal Management

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

Digital Technology Skills

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

Qualifications and skills:

- Ideal candidate would have an interest in mental health and wellness and an understanding of existing mental health & wellness-related campus supports.
- Strong Microsoft Word and Excel skills
- Ability to work independently
- Strong field research abilities

- Excellent written communications skills.

Wage: \$17.50 - \$20.50 per hour

Start Date 10/01/2022

End Date 03/03/2023

Accounting Assistant (58059) - Faculty of Architecture

Job Location: Remote or on campus

Duties will include:

- 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.

Qualifications and skills:

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.

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

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

Wage: \$15.00/ hour

Start Date 09/13/2022

End Date 12/23/2022

Student Office Assistant (58013) - Career Services

Job Location: Remote or on campus

Job Description

The Student Office Assistant will work with the Experiential Learning Partnerships Office to improve the quality of the UMConnect system. This position will support the Experiential Learning Systems Specialist, as well as the Experiential Learning Specialists helping to improve data quality, documenting processes, building a knowledgebase and occasional troubleshooting.

Duties will include:

- Assist in data analysis, data collection, and data management of employer information
- Work with other staff to review and analyze employer information and suggest ways to streamline information by running reports and stats
- Manage confidential data
- Assist in contacting employers to promote the employment services of Career Services and conduct employer follow-up and communications
- Create signatures for email outreach and scripts for phone outreach
- Organize employer information and recruitment sessions
- Assist in setting up tags and labels on accounts for reports
- Manage email account for UMConnect
- Assist in creation of instructions/ job aids for users of platform
- Assist in developing policies and procedures for data management in UM Connect
- Other duties as assigned

Qualifications and skills:

- Excellent computer skills including use of Microsoft products (Excel, Outlook, Teams)
- Strong organizational ability
- Comfort in learning new systems and technology
- Strong attention to detail
- Ability to work independently and as a team member
- Skilled written and verbal communicator

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

Start Date 09/19/2022

End Date 03/31/2023

Student Office Assistant (57897) - St. Paul's College

Job Location: St. Paul's College

Job Description

The student will primarily work with the Senior College Assistant as a receptionist in the general office assisting students, staff, faculty and visitors of St. Paul's College.

The student is also expected to periodically assist other staff members of the College on various events and projects.

Duties will include:

- Written and oral communication within a professional office environment
- General office organizational skills development
- Teamwork skills
- The ability to multitask
- Event planning and coordination

Qualifications and skills:

- A working knowledge of MS Office products is required
- A good knowledge of St. Paul's College is an asset
- Previous experience working at the University of Manitoba is preferred
- Previous experience as a receptionist within a general office environment is preferred

Wage: \$12.35

Start Date 09/26/2022

End Date 03/03/2023

Awards Office Assistant (57873) - Financial Aid and Awards

Job Location: 422 University Centre

Job Description

The Awards Office Assistant will provide the Award Establishment Coordinators and the Award Fund Coordinator administrative support for various projects including office organization and file management. The Awards Office Assistant will work an average of 5-7 hours per week, with a total of 113 hours for the term of the position. This is an entry level office position, experience is an asset, but not necessary.

Duties will include:

- Organizes and manages the office filing system.
- Collaborates with inter-department contacts to ensure office organization is being maintained.
- Consults with the Award Establishment Coordinators and Award Fund Coordinator to maintain office space.
- Manages the records for all internal Senate approved awards, including printed emails and memos.
- Creates and maintains necessary spreadsheets.

Competency/Skill and Learning Outcomes

COMPETENCIES GAINED:

- 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. Provide clear explanations and directions while instructing, educating, and providing feedback. Communicate with others using a variety of communication strategies. Adapt oral communication style in consideration of different audiences.
- 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.
- 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.
- Problem Solving Skills: Use problem solving strategies to identify and resolve problems, issues and determine solutions. Recognize inconsistencies in reasoning.
- Digital Technology Skills: Performs basic computer tasks, such as creating documents, saving files, and sending email.
- Presentation Skills: Prepare and present information with clarity with the ability to respond to questions in a timely manner using appropriate resources.

-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.

Qualifications and skills:

AVAILABILITY

-The successful candidate must be available during Fall Term Break, Winter Term Break, between the hours of 8:30 AM - 4:30 PM, for approximately 5 hours per week.

MINIMUM FORMAL EDUCATION/TRAINING REQUIREMENTS

-Current enrollment as a full-time student at the University of Manitoba is required

-Must have satisfactory academic standing (minimum 2.0 GPA)

EXPERIENCE:

-Prior experience working in an office setting is an asset, but not necessary.

SKILLS & ABILITIES:

-Excellent organizational skills

-Good troubleshooting and communication skills

-A pleasant disposition is essential.

-Beginner level MS Office skills and data entry.

-Must be able to prioritize tasks in a busy work setting.

-Must be able to communicate effectively and diplomatically.

-Must be able to discern when a matter should be referred to a higher level of authority.

-Satisfactory work record, including satisfactory attendance and punctuality, is required.

Wage: \$14/hour

Start Date 10/10/2022

End Date 02/24/2023

Student Admissions Assistant (4 Positions, 57771) - Admissions/Enrolment Services

Job Location: On-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.

Competency/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.

Qualifications and skills:

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.

Wage: \$14.00/hr (\$14.84 with vacation pay)

Start Date: 09/07/2022

End Date: 04/28/2023

Student Office Assistant (57808) - English Language Centre

Job Location: Fort Garry Campus

Job Description:

This position exists to ensure, that students and visitors are received personally and professionally, and directed appropriately depending on their inquiry. This includes in-person, email and telephone inquiries. The position also exists to assist and support the various other staff in the ELC by performing duties such as data entry, photocopying, and basic service requests. Additionally this position accepts all money transactions related to ELC services - tuition payments, Part-Time Academic English Courses registrations, fieldtrips etc. This position is required to present a capable and friendly face to incoming students and visitors, in order to reflect our attitude towards providing a high standard of service and student success

Duties will include:

- Provide general information to English Language Centre (ELC) clientele on the Intensive Academic English Program (IAEP) in person, over the phone, & via email. Forward student account & Financial concern inquiries to Receptionist
- Process ELC tuition fee payments as required. Provide receipts to students/agents as required. Record payment on the ISP Database
- Provide general information on Part-Time Academic English Courses (PTAEC) in person, over the phone, & via email. Process fee payments as required & provide receipt to students. Contact PTAEC Program Coordinator to obtain approval for PTAEC eligibility exemptions
- Book appointments with IAEP Program Coordinator as outlined by the Receptionist
- Data entry of student/client information into PTAEC spreadsheets & ISPDDB as assigned by the Receptionist
- Prepare PTAEC brochure mailout as assigned by the Receptionist
- Assist with distribution of PTAEC promotional materials
- Prepare PTAEC packages as assigned by Receptionist
- Collect Authorization for Refund/Withdrawal information from student/client & forward to Admin Assistant for processing
- Provide current students with status letters. Special requests to be forwarded to Receptionist via Special Request Form
- Provide desk coverage during lunch hours & staff meetings as required
- Attend Front Office Student meetings as required
- Provides General office & admin support to ELC - photocopying, stuffing envelopes, filing, data entry
- Other duties as assigned

Competency/Skill and Learning Outcomes

Written Communication: Write emails that are clear and concise that contain relevant information and take into consideration different audiences.

Oral Communication: Ask and answer questions, clarify, and summarize what others are communicating. Provide clear explanations and directions while instructing, educating and providing information.

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

Qualifications and skills:

- Must be a registered full-time student during the 2021-2022 school year (9 credit hours each for fall & winter terms)
- Must be returning to full-time study in Fall 2022 and Winter 2023
- Proficient in Microsoft Office applications - Word, Excel, Access
- Familiarity with Aurora (BANNER - Student Self-Service) an asset
- Sensitivity when interacting cross-culturally, ability to overcome potential language & cultural barriers
- Excellent attention to detail required
- Excellent oral and verbal communication skills required
- Ability to handle confidential material in a professional manner
- Knowledge of FIPPA (Freedom of Information & Privacy Act) an asset

Wage: 12.50/hour

Start Date 09/01/2022

End Date 04/30/2023

Student Receptionist (57962) - First Year Centre

Job Location: Remote

Job Description

- Answer and direct telephone and email inquiries from students, staff and the public
- Advise students, within a range of knowledge and authority, on such matters as deadline dates, policies and procedures,
- registration questions, etc.
- Creation of appointments for staff within FYC
- Assist students with registration system difficulties and procedures
- Enter registration overrides on Aurora Self Service and INB according to faculty/university procedures
- Update information as necessary on student's records using INB and Aurora Student
- Assist students in completing university forms, such as permission forms, deferral forms etc.
- Retrieve student files for meetings with advisors and other staff, as necessary
- Liaise with other university departments/faculties to assist students with various concerns
- Provide members of the public with referrals to other University of Manitoba resources
- Maintain daily statistics for student contacts

Qualifications and skills:

- Completion of a high school or equivalent program of study in directly related applied office skills
- An acceptable combination of education and experience will be considered
- Must be current University of Manitoba student
- Demonstrate knowledge of the characteristics, needs and experiences of university students
- Employ culturally inclusive active listening techniques including paraphrasing, reflecting and asking open-ended questions for the purpose of clarity and rapport building
- Write clear and concise communications, including but not limited to emails, and reports
- Utilize appropriate technology to enhance communications and demonstrate adaptability in the face of fast-paced technological change, due to the remote working environment
- Contribute to a positive team culture within the unit, including working collaboratively with others and paying attention to how the team supports its' members
- Demonstrate empathy: perceive, evaluate and effectively respond to emotions in others; show sensitivity and understand others' perspectives
- Demonstrate adequate understanding of the complexity of elements important to members of another culture in relation to history, values, religion, politics, communication styles, economy, or beliefs and practices
- Use inclusive, respectful language in all communication
- Identify when and with whom to implement appropriate crisis management and intervention responses, including awareness of campus resources and processes
- Maintain an appropriate degree of confidentiality that follows applicable legal requirements, facilitates development of trusting relationships and recognizes when confidentiality should be broken to protect the student or others

Wage: \$16.00/hr

Start Date 09/06/2022

End Date 03/03/2023

International Centre Student Exchange Assistant (57827) - International Centre

Job Location: International Centre

Job Description

The University of Manitoba's International Centre coordinates university-wide student exchange programs (inbound and outbound). The incumbent will support 1) events, activities and orientations for inbound and outbound exchange students and 2) data collections and information gatherings for exchange programs under the guidance of the Exchange and Mobility team.

Duties will include:

Assist in the planning, coordinating and delivery of inbound exchange students related events and orientations.

Assist in coordinating and delivery of Exchange booths and Pre Departure Orientations for outbound exchange students.

Data collection and information gathering for exchange programs

Provide ongoing administrative support as requested by the Exchange and Mobility team.

Competency/Skill and Learning Outcomes

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

Intercultural Competency

- further understand and appreciate cultural diversity
- communicate and work well with people from various cultural backgrounds

Oral communication

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

Written Communication

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

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 effectively to complete deadlines when under pressure.

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.

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

Qualifications and skills:

- Minimum Formal Education/Training Requirements
- Must maintain U of M full-time student status for the 2022-23 academic year.
- 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, PowerPoint and Excel are required.

Experience

- Previous experience as a UM exchange student, UM Service Learning Project or Ambassador Program would be an asset.
- Previous experience working in student service event planning at the U of M would be an asset.

Skills

- Excellent interpersonal and communication skills (both oral and written) are required
- Must be able to work effectively with students, staff and the public
- Must be able to demonstrate tact, diplomacy, professionalism, and respect for confidentiality
- Must have effective time management, record-keeping, and organizational skills
- Must be able to work independently and to organize, prioritize and complete administrative functions

Abilities

- Must be able to work with students and community members of diverse educational, age, racial, ethnic and cultural backgrounds
- Ability to work in a confidential and professional office
- Assess situations and seek guidance from supervisor for appropriate action
- Work cooperatively as part of a team
- Event/program planning ability would be an asset

Wage: \$15/hr

Start Date 10/03/2022

End Date 03/10/2023

Student Program Assistant (57840) - International Centre

Job Location: International Centre

Job Description

Primary Purpose of the Position:

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.

Duties will include:

Programs & Events (75%)

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

Reception/Front desk (25%)

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

- General clerical duties including filing, data entry, creating spreadsheets, and using office databases

Qualifications and skills:

- Minimum Formal Education/Training Requirements
- Full-time student during the 2022-2023 school year (9 credit hours each for Fall/Winter terms unless there is an accommodation).
- Must be in good academic standing (minimum 2.5 GPA)
- Completion of at least one year of studies at the University of Manitoba
- Excellent computer skills including proficiency in Microsoft Word, Power Point and Excel are required
- Knowledge and proficiency in social media platforms required
- Interest in pursuing international experience is required

Experience

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

Skills

- Excellent interpersonal and communication skills (both oral and written) are required
- Must be able to work effectively with students, staff and the public
 - Must be able to demonstrate tact, diplomacy, professionalism, and respect for confidentiality
 - Must have effective time management, record-keeping, and organizational skills
- Must be able to work independently and to organize, prioritize and complete
- administrative functions

Abilities

- Must be able to work with students and community members of diverse educational, age, racial, ethnic and cultural backgrounds
- Ability to work in a confidential and professional office
- Assess situations and seek guidance from supervisor for appropriate action
- Work cooperatively as part of a team
- Event/program planning ability would be an asset

Wage: 15/ Hour

Start Date: 10/03/2022

End Date: 03/03/2023

Student Administrative Assistant (57547) - Bison Football

Job Location: Investors Group Field

Job Description

The Bison Football Work-Study provides a unique learning experience working hand in hand with Bison Student Athletes. The successful candidate will learn teamwork in a competitive environment usually reserved for student athletes.

Duties will include:

The following proposal outlines a series of tasks that would be assigned to a student for Work-Study with the Bison Football Program:

1. Bison Football Filming
 - a. Filming and editing of Bison Football practice
2. Bison Football Training
 - a. Bison Football offseason training requires assistance to track progress with different players under the direct supervision of our head Strength Coach, Cole Scheller
3. Equipment
 - a. Assist the equipment manager with season-end inventory, as well as disinfecting all equipment, which must be done in batches and is a time-consuming process.
4. Recruit Touring
 - a. When recruits come in for visits they are given a tour of the campus and the facility. This is a weekly task in the heavy recruiting season, which runs from January to April.
5. Other duties as assigned
 - a. Assorted miscellanea that arise throughout the year. Examples include cleaning overhead acetates, transporting field equipment to and from the turf practice fields, representing Bison football at off-campus events

Competency/Skill and Learning Outcomes

Oral Communication

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

Leadership

- Take initiative in leading, self-initiative and motivation to develop individual skills or tasks to achieve goals.

Planning & Organizing

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

Problem Solving Skills

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

Digital Technology Skills

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

Personal Management

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

Qualifications and skills:

- Planning and organizational skills
- Experience in coordinating projects
- Results-oriented.
- Assertive personality
- Responsible, reliable, trustworthy
- Pro-active and dynamic; excellent interpersonal skills

Wage: TBD

Start Date: 09/15/2022

End Date: 03/03/2023

Awards Selection Office Assistant (57944) - Financial Aid and Awards

Job Location: Financial Aid and Awards, 422 University Centre

Job Description

We are hiring one (1) student for this position.

Duties will include:

- General clerical duties including filing, data entry, creating spreadsheets, and using office databases.
- More specifically, duties may include compiling award applications, helping in the preparation for award selection meetings, processing award selection forms, sorting documents, and updating files and computer records.
- Assisting the Awards Selection team.

Competency/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.
- 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.

Planning and Organizing

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

Problem Solving Skills

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

- Recognizes inconsistencies in reasoning. Communicates with Coordinators to determine a solution and implementation plan.

Digital Technology Skills

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

Personal Management

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

Qualifications and skills:

- Provides excellent customer service.
- Possess a strong attention to detail.
- Proficiency in using computer and related office software (Word, Excel and Outlook).
- Conducts oneself in a positive and professional manner.
- Demonstrates strong organizational and time management skills.
- Ability to multitask and take direction from multiple sources.

Wage: 14.00/hr

Start Date 10/11/2022

End Date 03/03/2023

Marketing, Promotion, and Events

Student Recruitment Assistant (57566) – St. Pauls College

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 prospective students to the university community and provide an opportunity for students to learn more about the university's academic programs while networking with staff and current students.

Job Duties:

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

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

Competencies / Skill and Learning Outcomes:

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

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

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

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

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

Job Requirements:

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

Wage: TBD

Start Date: 09/23/2022

End Date: 03/03/2023

CEL Land and Water Student Program Coordinator (57874) – Service-Learning

Job Location: Remote, Fort Garry campus, and field trip sites

Job Description:

The Land and Water Student Program Coordinator will provide administrative and coordination support for land-based education programming. Suitable candidates will also provide support with partnership development and program facilitation.

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

Duties will include:

Program Promotion and Communications

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

Program Development and Facilitation

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

Program Coordination

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

Student Participant Management

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

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

Competency/Skill and Learning Outcomes

ORAL COMMUNICATION

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

TEAMWORK

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

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

LEADERSHIP

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

PLANNING AND ORGANIZING

Effectively apply organizing and planning skills to manage work.

PROBLEM SOLVING SKILLS

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

ANALYSIS AND RESEARCH

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

PRESENTATION SKILLS

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

PERSONAL MANAGEMENT

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

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

Qualifications and skills:**Availability**

- The successful candidate must be available during Fall Term Break, biweekly evenings, and monthly weekends.

Minimum Formal Education/Training Requirements

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

Experience

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

Skills

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

Abilities

- Work effectively with students, staff, faculty, and community members of diverse educational, age, racial, ethnic, and cultural backgrounds
- Quickly establish strong and personal rapport with Indigenous students and community partners
- Empathize and interact patiently with postsecondary participants and youth
- Maintain privacy and confidentiality with respect to all communications and records to the extent protected under the law and statements of ethical practice

- Develop and maintain proactive relationships with all key constituents including students, faculty, and staff, administrators, team members, sponsors and members of the community
- Manage multiple priorities with competing deadlines
- Work independently, showing self-motivation and initiative
- Work cooperatively as part of a team
- Assess situations and determine appropriate action
- Fluency in an local Indigenous language, such as Ojibwe, Cree, Michif, or Oji-Cee is preferred
- Spend up to 3 hours standing or walking and lift up to 20lbs
- Ability to work remotely, including access to a reliable Internet connection and dedicated workspace, is required

Wage: \$16 per hour

Start Date 09/21/2022

End Date 07/09/2023

CEL Indigenous Programs Assistant (57876) - Service-Learning

Job Location: Remote, Fort Garry campus, and field trip sites

Job Description:

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

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

Duties will include:

Program Promotion and Communications

- Manage the email for the Indigenous youth mentoring program
- Liaise with students, staff, and faculty to promote, recruit for, coordinate, and assess Land and Water programming, e.g., Student Affairs departments, St. John's College
- Liaise with community partners and external vendors to coordinate programs, e.g., Big Brothers Big Sisters, CEDA, caterers, Camp Manitou
- Liaise between postsecondary participants and CEL Coordinator
- Develop, distribute, and display promotional materials
- Assist with promotions through newsletters, social media, the CEL website, UM Today, etc.

Program Development and Facilitation

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

Program Coordination

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

Student Participant Management

- With the CEL Coordinator, research, develop and implement a robust mentorship strategy

- Develop and implement a student recruitment and coordination strategy
- Assist with orientation and training
- Manage student schedules and communications
- Maintain and properly store student records, including security checks
- Manage all student recognition initiatives, including Co-Curricular Record recognition

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

Competency/Skill and Learning Outcomes

ORAL COMMUNICATION

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

TEAMWORK

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

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

LEADERSHIP

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

PLANNING AND ORGANIZING

Effectively apply organizing and planning skills to manage work.

PROBLEM SOLVING SKILLS

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

ANALYSIS AND RESEARCH

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

PRESENTATION SKILLS

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

PERSONAL MANAGEMENT

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

Qualifications and skills:

Availability

- The successful candidate must be available during Fall Term Break, biweekly evenings, and monthly weekends.

Minimum Formal Education/Training Requirements

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

Experience

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

Skills

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

Abilities

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

- Spend up to 3 hours standing or walking and lift up to 20lbs
- Ability to work remotely, including access to a reliable Internet connection and dedicated workspace, is required

Wage: \$16 per hour

Start Date 09/21/2022

End Date 07/09/2023

SES Outreach Assistant (57855) - Student Engagement & Success

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

Job Description:

Event Planning: 50%

- 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 University of Manitoba Marketing and Communications Office
- Act as event lead for some events
- Suggest evaluation and report recommendations
- Connect with students' associations around campus to promote SEaS and its offices
- Be mindful of current event trends
- Coordinate volunteer needs for major events
- Connect on campus and 3rd party vendors for event needs (décor, catering, staging, parking, transportation, etc.)
- There will be major events like orientations and career fairs where your assistance, in-person, will be required.
- Assist with booking needs of other events

Marketing and Communications 40%

- Develop a broad understanding of all SEaS departments and services
- Research marketing strategies and material for SEaS departments
- Assist in the development of an annual SEaS marketing and Communications Strategy
- Maintain/update current brochures and regular promotional material
- Create marketing material for events with provided print and digital templates
- Distribute and post all marketing material
- Assist in web updates and news story postings.
- Adapt final event reports for different stakeholder groups (students, employers, staff/student affairs, etc.)

Other 10%

- There are other projects and programs constantly developed within Student Engagement and Success. 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 (Dupal), intranet (SharePoint), and UM Learn (Desire to learn).
- Performs other duties as assigned

Qualifications and skills:

MINIMUM FORMAL EDUCATION/EXPERIENCE/TRAINING REQUIRED:

- A keen interest in helping students and learning about Student Engagement and Success and its departments.
- Proficiency in Microsoft software suite with emphasis on Excel, Word and Outlook
- Proficiency in Adobe InDesign, Photoshop, and/or Dreamweaver an asset

- 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 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.

Wage: TBD

Start Date 09/19/2022

End Date 03/03/2023

Student Engagement Assistant (2 Positions, 57544) - Student Affairs

Job Location: 12 Migizii Agamik

Job Description

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

Duties:

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

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

Duties may include:

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

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

They will also assist with general duties that support the regular operation of the Indigenous Student Centre such as:

- Welcoming students and visitors
- Screening and directing calls
- Scheduling appointments
- Providing on campus and/or community referral
- Booking rooms
- Producing correspondence and documents
- Assisting with events
- Ensuring posting boards are up to date, etc.
- Perform other duties as assigned

Competency/Skill and Learning Outcomes

Written Communication

Summarize meeting notes in a concise manner

Oral Communication

Help facilitate group meetings in a friendly and clear manner

Provide clear explanations while providing feedback, and

Communicate with others in a variety of settings and methods (in person, email, group meetings)

Teamwork

Demonstrate respect and care and be supportive of thoughts, opinions and contributions of others

Accept and share responsibility

Leadership

Accept responsibility for decisions and have a positive attitude

Take initiative in leading and supporting students to achieve goals

Presentation Skills

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

Personal Management

Identify importance in every job/task and demonstrate professionalism.

Job Requirements:

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

Should have an interest in working with Indigenous students in all levels of study

Must be organized and willing to co-facilitate some meetings

Must be friendly, have excellent customer service and basic computer skills

Must be a self-starter and able to work independently.

Student applicants must meet the following requirements:

- Full-time student during the 2021-22 school year (9 credit hours each for Fall/Winter terms)
- Returning to full-time study in Fall 2023
- GPA of at least 2.0

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

Wage: TBD

Start Date

End Date

Recruitment & Social Media Analyst (57905) - Faculty of Agricultural and Food Sciences

Job Location: 160 Agriculture Building; remotely

Job Description

Reporting to the Recruitment Coordinator and the Communication Specialist, the Recruitment and Social Media Analyst will be responsible for overseeing a variety of data organization and analysis projects that will help inform our recruitment/communication processes, develop new goals, plan events, and increase the effectivity of social media and promotional campaigns. The successful candidate will be working closely with the Faculty's Student Ambassador team to assist with marketing & promoting social media campaigns and can include running paid promotions, developing monitoring/research reports and/or creating new opportunities for increased profile engagement.

Duties will include:

- Assist in online traffic data analysis to evaluate the reach of various social media and promotional campaigns
- Research and analyze social media trends, analytics data, industry trends and developments
- Monitor and evaluate social media results on a weekly basis in coordination with goals and benchmarks
- Create linkages between current data and target goals of Strategic Enrolment Management (SEM) Plan
- Communication to team and management on project development, timelines, and results
- Work closely with the other team members to meet faculty goals
- Work on other projects as assigned

Competency/Skill and Learning Outcomes

Written and Oral Communication

- Condense information/produce concise summary notes accurately with correct grammar, punctuation, and spelling.
- Write letters and reports that are logically structured and contain all relevant information.
- Ask and answer questions, clarify, and summarize what others are communicating.
- Communicate with others using a variety of communication strategies to negotiate, mediate, and resolve difficult issues.

Teamwork

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

Analysis and Research

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

Leadership

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

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

Planning and Organizing

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

Problem Solving Skills

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

Digital Technology Skills

- Perform basic computer tasks, such as creating documents, organizing folders/files, saving files, and sending emails.
- Demonstrate in depth knowledge of computer software and information technology systems.

Personal Management

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

Qualifications and skills:

- Interested in social media marketing & communications. Experience in running social media campaigns and pulling up analytics reports, etc. with demonstrated successes is an asset.
- Research and analysis skills with the ability to record, organize and interpret data and information.
- Experience and/or working knowledge with popular social media monitoring, management and analytic tools (Google Analytics, hashtags, geolocations, paid promotions, Preview, Later, HootSuite, etc.)
- 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.
- Attention to detail is essential to this role.
- Demonstrates strong organizational and time management skills.
- The applicant should possess a professional, friendly, helpful and outgoing attitude.

Wage: \$11.82 - \$15.70 per hour

Start Date 09/06/2022

End Date 03/31/2023

International Marketing Coordinator (57724) - Asper School of Business

Job Location: Asper Exchange Program, 268 Drake

Job Description:

The successful candidate will support the Asper School of Business Coordinator of Student Exchanges and International Cooperation in working to increase the profile of the Asper Exchange Program. As increased internationalization is a strategic priority for the University of Manitoba, the Asper School of Business is creating a marketing strategy to recruit increased numbers of students to study abroad on international student mobility exchanges.

The International Marketing Coordinator will create an annual strategic marketing plan to be used by the Asper Exchange Program to encourage students to participate in the program. They will help establish a student ambassador program, create marketing materials, improve the look and feel of existing presentations, and write engaging content for the website. They will collaborate on events, help manage social media accounts, and will create contests. The successful student will be responsible for generating new and innovative marketing ideas that will appeal to undergraduate business students.

Competency/Skill and Learning Outcomes

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

Qualifications and skills:

The successful candidate will have high levels of energy, be creative and flexible, and will be willing to take initiative to present a range of ideas on how to market the program to Asper students.

Qualifications in addition to the Work Study Program criteria:

- Marketing or entrepreneurship majors/minors preferred
- Experience in marketing/promotions, either professionally or in volunteer/student group settings

- International exchange or international travel experience is preferred
- Graphic design and event planning experience an asset
- Business development experience an asset
- Videography/video editing an asset
- Excellent written and verbal communication skills

The successful candidate will be required to work five hours per week, and some remote work will be considered. The schedule is generally flexible, but the candidate may occasionally be required to work at events outside core business hours. The term will run for roughly 21 weeks during the 2022-23 academic year.

Wage: \$15.90 per hour

Start Date: 10/10/2022

End Date: 03/03/2023

Communications Assistant (58011) - Engineering

Job Location: Engineering Information and Technology Complex

Job Description

Reporting to the Lead, Communications and Alumni Relations, the Communications Assistant will:

- Prepare and maintain content for the faculty website, including engaging with researchers to attain website content materials
- Assist in developing promotional and outreach materials for external audiences
- Assist in preparing and publishing social media content that supports increased online community engagement
- Assist in researching, writing and editing UM Today stories to highlight the Faculty
- Track weekly social media metrics, coordinate data, and prepare reports

Competency/Skill and Learning Outcomes

Written Communication

- Produce professional, clear, and grammatically correct marketing copy for informational and promotional materials; Adapt writing style in consideration of different audiences

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 independently prioritize and manage work

Personal Management

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

Qualifications and skills:

- Experience in copy writing, promotions and/or external communications materials for public use is required
- Strong written communication skills, grammar, and attention to detail
- Good understanding of social media best practices and etiquette
- Effective time management, prioritization, and organizational skills
- Versatile and competent in working either independently or as part of a team
- Proficiency with Windows Microsoft Office suite of programs (i.e., Word and Excel)
- Ability to represent the Price Faculty of Engineering and the University of Manitoba in a polished and professional way

Wage: \$15.00/hour

Start Date TBD

End Date TBD

Student Social Media Assistant (57524)- Marketing and Communications

Job Location: 200-137 Innovation Drive

Job Description

Duties:

- Under the guidance of the Marketing Communications Office, the successful candidate will provide a student-accessible perspective to the U of M's student social media channels
- Maintain the U of M student voice, to be used consistently in all social media communications
- Administer the student social media channels, including Facebook, Twitter and Instagram and the U of M Snapchat channel
- Attend campus events, shoot photographs and/or video and put together timely posts to go live on the social media channels
- Promote key University initiatives for students on social media channels
- Coordinate student takeovers
- Respond to any comments or questions on the social media channels in a timely and professional manner
- Monitor student conversations on social media and join conversations where appropriate
- Attend bi-weekly meetings with Marketing Communications Office staff to coordinate efforts and ensure a variety of events and initiatives are covered
- Track weekly social media metrics, coordinate data and prepare weekly reports
- Complete social media tasks remotely, working on campus and using mobile devices. Specific hours needing to be worked will change from week to week. Manage time and log hours worked/tasks throughout the week
- Report on remote time and hours

Duties will include:

Competency/Skill and Learning Outcomes

Written communication

Adapt writing style in consideration of different audiences.

Teamwork

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

Leadership

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

Planning and organizing

Effectively apply organizing and planning skills to manage work.

Analysis and Research

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

Personal Management

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

Other

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

Qualifications and skills:

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

Other:

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

Wage: \$16.47 per hourx

Start Date 09/20/2022

End Date 03/03/2023

Student Writer (57526) - Marketing and Communications

Job Location: Manitoba

Job Description

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

Duties will include:

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

Competency/Skill and Learning Outcomes

Written communication

Adapt writing style in consideration of different audiences.

Teamwork

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

Leadership

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

Planning and organizing

Effectively apply organizing and planning skills to manage work.

Analysis and Research

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

Personal Management

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

Qualifications and skills:

Wage: \$16.47

Start Date 9/6/2022

End Date: 3/3/2023

Social Media Assistant (57981) - First Year Centre

Job Location: 205 Tier

Duties will include:

- Manage the FYC Instagram account which includes engaging the audience, responding to messages, and sharing relevant information
- Use Canva to create clear, meaningful content and graphics
- Share important info in a clear, consistent, and accurate way that reaches UM students
- Add all academic dates in the FYC Schedule in Basecamp
- Collaborate with the First Year Advising and Communications Specialist with relation to social media strategy and content development
- Promote the Academic Learning Centre's services on the FYC Instagram account
- Analyze likes, comments, shares, followers gained/lost to determine our reach on social media and provide a weekly analytics report
- Advise students, within a range of knowledge and authority, on such matters as deadline dates, policies and procedures, registration questions, appropriate referrals to other UM resources, etc. via Instagram
- Liaise with other university departments/faculties to promote various content on social media

Competency/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.

Team Work

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

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

Digital technology skills

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

Personal Management

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

Qualifications and skills:

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

Wage: \$17.50/hr

Start Date 09/06/2022

End Date 03/03/2023