



University
of Manitoba

Campus Planning Office

150 Physical Plant Building
89 Freedman Crescent
Winnipeg, Manitoba
Canada R3T 2N2
204-474-7818

STUDENT TECHNICIAN – Space Inventory

The Student Technician position will be a four-month term position in the Campus Planning Office.

APPLICATION SUBMISSION DETAILS:

Application Deadline Date: April 18, 2025

Proposed Start Date: April 28, 2025

Wage: \$20/hour

Submit applications to the Campus Planning Office: space.planning@umanitoba.ca

Established in June 2011, The Campus Planning Office is an administrative unit reporting to the Associate Vice-President (Administration). The unit coordinates the management of University space assets through collaboration with academic and administrative units to assess space needs and develop space programs to ensure that campus space fulfills the university's strategic priorities and is allocated equitably among all units. Effective space planning is achieved through both the management of our existing resources and optimization of the physical space on campus. This includes the administration of a space inventory to track space use. The Campus Planning Office collaborates with Architectural & Engineering Services, the Office of Sustainability, and Operations & Maintenance on many initiatives.

JOB DESCRIPTION

The Student Technician will work with the Space Inventory Coordinator to assist in maintaining the Interior Space Inventory. The successful candidate will conduct space audit site reviews of the University's interior facilities to update and verify existing space inventory data. The Student Technician will coordinate updates with the Space Inventory Coordinator and upload interior room photos into the Inventory Photo Database. The successful candidate will also make notations on floor plans during site reviews to coordinate with the Space Inventory CAD Technician. Work undertaken by the Student Technician will aid in identifying space optimization opportunities to improve space resource use.

In addition to assisting with the Interior Space Inventory Database, the Student Technician may work with the Landscape Planner and Space Inventory Coordinator to aid in the creation of an Exterior Space Inventory.

Job Duties and Key Responsibilities:

- **Space Inventory – Field Data Collection and Database Updates**
 - Work with the Space Inventory Coordinator to categorize and assess interior and exterior spaces on campus.
 - Work independently while conducting site surveys to ensure space data and floor plan accuracy.
 - Enter and ensure accuracy of space data while using Microsoft Excel.
 - Photograph space and follow file naming processes and organization.
 - Use AutoCAD to measure area, highlight room allocations and functions.
 - Occasional travel between the Fort Garry and Bannatyne campuses may be required.

QUALIFICATIONS

Minimum Formal Education/Training Required:

- Bachelor of Environmental Design required. Interior Design or Architecture stream preferred.
- Preference for candidates enrolled in a graduate program in the Faculty of Architecture.

EXPERIENCE:

- Experience in the realm of space planning and design required.
- Experience with Graphic design required.
- Any work experience that demonstrates ability to work independently, to manage deadlines and prioritize work tasks will be considered an asset.
- An equivalent combination of education and experience may be considered.

SKILLS AND ABILITIES:

- Excellent interpersonal, oral and written communication skills are essential.
- Strong attention to detail is required.
- Strong coordination and time management skills are required.
- Proven ability to prioritize multiple projects at the same time is required.
- Satisfactory work record, including satisfactory attendance and punctuality, is required.
- Proficiency with AutoCAD is required.
- Proficiency with Adobe creative suite (especially InDesign and Illustrator) is required.
- Proficiency with MS Office, Outlook, MS Word, and Excel is required.