



**University
of Manitoba**

Student Engagement and Success
Student Affairs

ARTS 1110
110 Tier Building
University of Manitoba
Winnipeg, MB R3T 2N2
phone: 204-474-7260
email: ARTS1110@umanitoba.ca

Student Program Assistant—ARTS 1110 Program Assistant

Date: Sept. 8, 2025 to August 31, 2026

Work schedule: 0.00-25.00 hours per week; average 5-7 hours/week September through December; increasing to 8-12 hours/week starting in January, 2026.

Hourly Rate: \$22.25 (as of August 2024)

JOB DESCRIPTION

Arts 1110 (Introduction to University) introduces first-year students to the conventions and expectations of university coursework and is taken by more than 900 students each academic year. The program assistant assists the program coordinator in most aspects of administering the course, communicating with other campus offices regarding the administration of the course, and in supporting instructors, teaching assistants and students in the course. Prior on-campus academic work experience is preferred, and experience with the ARTS 1110 program is considered an asset.

RESPONSIBILITIES

- The successful applicant must be willing and able to work in-person and remotely as required
- Manages the ARTS 1110 phone and email accounts
 - Triage inquiries from students, staff and faculty
- Provides information to students, staff, faculty, and the general public regarding the ARTS 1110 program
- Communicates with teaching assistants (TA) and grader/markers (GM) about hours worked and time sheets
- Collects and submits TA and GM time sheet hours
- Manages storage of documents related to ARTS 1110
- Organizes and assists with ordering of office supplies
- Coordinates SRI each term (confirm course start/end dates, instructors; remind instructors to adjust optional SRI questions)
- Coordinates final exam information with Registrar's Office each term (confirm final exam intentions and sections affected)
- Creates and updates procedural manuals for ARTS 1110
- Schedules ARTS 1110 department meetings regularly throughout the term and as needed
 - Books rooms
 - Creates and shares links for meetings (Zoom, Teams)
 - Invites ARTS 1110 Instructors
 - Creates meeting agendas
- Schedules events and meetings in the Program Coordinator's Outlook calendar including
 - one-to-one meetings with students
 - one-to one or group meetings with ARTS 1110 Instructors
 - one-to-one or group meetings with ARTS 1110 TAs/GMs
- Point of contact when TAs or Instructors phone in sick for their shifts
- Assists with permission forms for students
- Assists with term work extension forms; tracks completion of term work
- Assists with change of grade forms (sends completed, signed form to student's home faculty)
- Assists with course equivalency forms (manages email requests, organizes meetings, completes and sends

form)

- Assists with ordering textbooks from UM Bookstore
- Assists with organization and management of ARTS 1110 sections offered through ICM (International College of Manitoba), including coordinating approval of syllabi, final grades, and job postings/hiring by Program Coordinator
- Assists with creating course shells in UMLearn
 - Communicates with IST and Instructors
 - Merges lab sections
 - Adds TAs and/or GMs manually as needed
 - Populates course shells with course material from template; adjusts assignment and discussion due dates; reviews gradebook setup; deletes old essay topics from content
- Assists with adjustments to syllabus dates and deadlines, and files ARTS 1110 course syllabi each term
- Assists with hiring of TAs and GMs
 - arranges for the job posting to go up on UM Careers
 - communicates with existing staff about positions
 - assists with determining number of hires required
 - schedules interviews
 - takes notes at interviews
 - manages storage of interview documents
 - creates hiring spreadsheet
 - collects hiring documents
 - communicates the final hiring list to administrative staff
 - assists with assigning TAs and GMs to ARTS 1110 sections and communicates this information to Instructors
- Assists with training sessions for TAs and/or GMs
- Assists with drafting of essay topics, mid-term tests and final exams
 - Distributes drafts to all current Instructors for approval/changes
 - Gets final approval from Program Coordinator
 - Distributes finalized and approved essay topics, mid-term tests and final exams
 - Distributes answer key for mid-terms and final exams to Instructors, TAs and GMs
 - Schedules deferred mid-terms and final exams; communicates with students approved for deferred mid-terms or final exams about date, time, location
 - Invigilates deferred mid-terms or exams; or, schedules TA or GM to invigilate
- Arranges for TA or G/M to re-mark essays (as requested by instructor and approved Course Coordinator)
- Assists with data collection (student attendance, grades, etc).
- Assists with scheduling TA observations
- Other duties as assigned

QUALIFICATIONS

- Must be a full-time University of Manitoba student in good standing for the 2025-2026 academic year
- Completion of at least 48 credit hours at the undergraduate level preferred
- Minimum 3.0 GPA preferred
- Experience with the ARTS 1110 program is considered an asset
- Interpersonal and oral communication skills necessary to work with students, staff, and faculty members (e.g., patience, ability to provide clear explanations)
- Demonstrated ability to communicate effectively in writing in a workplace environment (e.g., through email)
- Demonstrated ability to work effectively with students of diverse educational, age, racial, ethnic, and cultural backgrounds
- Ability to work independently and as part of a team
- Track record of superior organizational skills (e.g., keen attention to details)
- Undergraduate and graduate students are encouraged to apply
- Proficiency with the Microsoft Office suite, especially Word, Excel and PowerPoint
- Experience with University of Manitoba records systems considered an asset (e.g., Aurora, VIP, Banner,

UMLearn)

- Experience, knowledge and understanding of Indigenous cultures and histories considered an asset
- Indigenous students are strongly encouraged to apply

APPLICATION PROCESS

- Applicants are asked to email all required application materials in one PDF document to arts1110@umanitoba.ca.
- Application materials include a cover letter, résumé, your most current unofficial student transcript
- Applicants are requested to apply through their University of Manitoba email account.
- All applicants must be prepared to provide three references on request; at least one of these must be an academic reference.

ADDITIONAL INFORMATION

Student Program Assistants are required to engage in initial and ongoing training.

International students must have a valid study permit which states that you are allowed to work on campus and you must be enrolled as a full-time University of Manitoba student for the duration of any appointment.

All candidates must be legally entitled to work in Canada.

The University of Manitoba is committed to the principles of equity, diversity & inclusion and to promoting opportunities in hiring, promotion and tenure (where applicable) for systemically marginalized groups who have been excluded from full participation at the University and the larger community including Indigenous Peoples, women, racialized persons, persons with disabilities and those who identify as 2SLGBTQIA+ (Two Spirit, lesbian, gay, bisexual, trans, questioning, intersex, asexual and other diverse sexual identities).

If you require accommodation supports during the recruitment process, please contact UM.Accommodation@umanitoba.ca or 204-474-7195. Please note this contact information is for accommodation reasons only.

Application materials, including letters of reference, will be handled in accordance with the protection of privacy provisions of "The Freedom of Information and Protection of Privacy Act" (Manitoba). Please note that curriculum vitae will be provided to participating members of the search process.