



EMPLOYMENT INFORMATION FROM HUMAN RESOURCES

Visit our website at hr.uwinnipeg.ca and click on the **Employment** link.

Support staff position vacancies are posted at the following locations:

- Human Resources' Employment web page (hr.uwinnipeg.ca / Employment)
 - The University of Winnipeg Official Bulletin Boards:
 - Human Resources office (2nd Floor, 368 Spence Street, MacNamara Hall South)
 - Main floor of Centennial Hall (next to room 1C02A)
 - Lower level of Duckworth Centre (next to elevator)
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How to Apply for a Position Vacancy

There are three ways to apply for Support Staff position vacancies:

1. Cover letter and resumé
2. Application for Employment form with attached resumé
3. Application for Employment form without attached resumé

- ***Be sure to indicate the position's job vacancy number and classification on your cover letter or application form.***
 - ***You must apply for each position vacancy separately.***
 - ***Applications will only be accepted if submitted directly to Human Resources (unless otherwise stated).***
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GENERAL APPLICATIONS

General applications (those not directed toward a position vacancy) are accepted, however they will only be considered for temporary appointments of three months or less.

LATE APPLICATIONS

Late applications will not be considered.
Human Resources must receive your application by the application deadline.

Submitting Your Application

Applications can be submitted by email, fax, mail, courier or in person. Email is the preferred method.

Email: recruit@uwinnipeg.ca

Fax: (204) 774-2935

Human Resources Office Hours

Monday - Friday
8:30 - 12:00 & 1:00 - 4:30
(closed for lunch from 12-1 p.m.)

Mailing address:

University of Winnipeg
Human Resources
515 Portage Avenue
Winnipeg, Manitoba
R3B 2E9

Courier or drop off in person:

Human Resources Office
Room 2Mc22S (Reception)
2nd Floor, 368 Spence Street
MacNamara Hall South
R3B 2E9



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Frequently Asked Questions

Q: Do I need to complete the Application for Employment form?

A: No, the Application for Employment form is optional. The easiest way to apply for a posted vacancy is to email your cover letter and resumé to recruit@uwinnipeg.ca. Be sure to include the position's job vacancy number and classification on your cover letter and in the email subject line.

Q: I've submitted my application, when will I get a call for an interview?

A: The selection committee reviews the applications and contacts only the applicants they wish to interview.

Q: I applied for a job last week and haven't heard anything, has the position vacancy been filled?

A: Human Resources is unable to provide information regarding an open competition, the selection committee or the status of your application. Once a competition has closed the results are posted on the U of W Official Bulletin Boards and the Position Vacancy Results web page.

Q: I have applied for a number of jobs, why hasn't anyone called me for an interview?

A: It is important that your application identifies how your experience, education, skills and knowledge match the qualifications of the job posting. Counselling and Career Services, located in room OGM06, can critique your resumé and provide you with a library of resumé and career related books.

Social Insurance Number

You will require a valid Social Insurance Number (SIN) to work in Canada.

Employees must provide a photocopy of their SIN card upon hire. If the card was lost, it must be replaced.

International Students

If you are hired by the University of Winnipeg, you must:

- Inform your supervisor that you require a Social Insurance card
 - Have your supervisor contact Human Resources to provide you with a contract of employment
 - Bring this contract and your study permit to Service Canada to apply for a Social Insurance card
 - Attach a photocopy of your SIN card and study permit to the *Employment Form for Hourly Paid Employees*. Your supervisor will have you complete this form on or before your first day of work.
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To enquire about other on-campus employment opportunities, please contact the following:

- Department Assistant/Secretary
Marker, demonstrator, teaching assistant, and research assistant positions
- University of Winnipeg Students' Association
Volunteer and employment opportunities
<http://www.theuwsa.ca/>
- Diversity Food Services
Employment enquiries
foodservices@uwinnipeg.ca

You can also visit

Counselling and Career Services

Room OGM06
Graham Hall, Lower Level

<http://ccs.uwinnipeg.ca/>

- Employment, volunteer and internship opportunities
 - Cover letter and resumé critiques, printing and faxing
 - Job search advice and resources
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