

2019-20 Work Study Program Positions



Students applying for these positions must confirm their eligibility with Awards and Financial Aid prior to applying. The Student Application Form is online here:

<http://www.uwinnipeg.ca/awards/work-study-program.html>

NOTE:

If applying for a position under the **AESES** bargaining unit, eligible students can apply (submit resumes) for the position directly to the listed supervisor.

If applying for a position under the **PSAC** bargaining unit, you must also apply for it via the Human Resources Employment webpage.

The **PSAC-AC** positions are posted here: <https://myavanti.ca/UWinnipegCareers/>

The **PSAC-RC** positions are posted here: <https://www.northstarats.com/University-of-Winnipeg>

Supervisor	Department	Contact Email	Position Title	Description	Responsibilities	Qualifications	Classification	Salary Range (\$ per hour)	Estimated Total Work Hours	Bargaining Unit
Anna Hussey/Frank Leskovjan/Deanna England/Deanna Pereles	Academic and Career Services	a.hussey@uwinnipeg.ca	Career Services Student Assistant	The Career Services student assistant will provide support to the Career Services department by performing website updates and answering general career services emails.	The selected candidate would be required to post employment/volunteer opportunities on the career services website, forward opportunities to relevant departments, update information on career services website as directed by career services staff, respond to general career services inquiries, perform data entry related to employment/volunteer postings	A general understanding of student services, excellent interpersonal abilities and relates well to the public, must pay close attention to detail. Must possess strong computer skills and have the ability to learn basic website software. Strong time management skills and the ability to work independently	Student Assistant	11.90-13.20	67	AESES
Anna Hussey/Jennifer Trinity	Academic and Career Services	a.hussey@uwinnipeg.ca	Academic and Career Services Student Assistant	The Academic Advising Student Assistant will provide support to the Student Life Assistant	The selected candidate would be required to perform general reception duties including answering inquiries via email and phone, checking voicemail messages, referring students to the appropriate Student Services department, and booking student appointments with Academic and Career Advisors. They will also assist the Student Life Assistant with other general office duties such as the collection of stats.	A general understanding of student services, excellent interpersonal abilities and relate well to the public, be dependable, must pay close attention to detail. Assistant will be expected to exercise good judgment when responding to the public, and experience dealing with confidential material is an asset. Strong time management skills and the ability to work independently	Student Assistant	11.90-13.20	67	AESES

2019-20 Work Study Program Positions

Jennifer Michaluk	Admissions	je.michaluk@uwinnipeg.ca	Admissions/Student Exchange Assistant	The International Admissions/ Exchange Student Assistant will provide support to International Admissions/Coordinator during high volume cycles and promote international exchange opportunities for UWinnipeg. The Exchange Assistant will have Office Hours via zoom, promote exchange by using past experiences to assist and mentor UWinnipeg students. This position will also promote exchange by assisting with events (Open House, Future Student Night, etc...), gathering past experiences from Outbound Exchange Students to assist future students and helping out with International Admissions work.	The selected candidate will be required to perform International Admissions duties such as matching documents with electronic files, answering email, creating electronic files, database entry etc... Also, duties for Exchange include helping with Exchange Partner Meetings online events, helping organize and present at online Outbound Exchange Information Sessions, helping advertise exchange opportunities and promoting exchange (Open House, Future Student Night etc...) This position will have set office hours via Zoom to promote current opportunities for UWinnipeg students. The work studies student will help create profile information on Exchange Partners based on UWinnipeg student experiences to assist new students in making informed choices when selecting a program. This would also include gathering testimonials, photos, visa experience, housing, etc...	Applicant must have very good computer skills (excel, word) and knowledgeable with online tools such as Zoom etc... Extremely important to have experience dealing with confidential information. Must be comfortable and professional when delivering information to other students in person, via email, over the phone and in presentations. Requires international experience (preference given to those students who have done Outbound Exchange at UWinnipeg) to promote the benefits of studying abroad as well as the importance of international students studying at UWinnipeg. Able to share positive and negative experiences in a thoughtful manner, providing guidance to those students about to go on exchange. A general understanding of student services is needed. Must have strong organizational skills.	Student Assistant	11.90-13.20	74	AESES
Jaime Cidro	Anthropology/MDP	j.cidro@uwinnipeg.ca	Research Assistant	The Research Assistant will work with the faculty member on a range of Indigenous research projects including data input, outreach and engagement with community partners and meeting preparation.	The selected candidate would be required to perform general duties including data input, social media posting, literature searches and meeting coordination and planning.	Preference will be given to graduate students in the MDP or MAIG programs. Candidates should demonstrate experience working in research environment and have prior experience working with limited faculty supervision.	Research Assistant	14.61	98	PSAC-RC
Jacques Tardif	Biology/ESS	j.tardif@uwinnipeg.ca	Research Assistant	Reconstructing spring floodwater levels using stem analysis of black ash and poplar trees	The candidate will be sanding wood samples (cores and cross-sections) for Dendrochronology (dating, crossdating) and image analysis.	Candidate in Environmental Studies, Forest Ecology would be an asset. Knowledge on how to use sanding equipments and how to prepare good quality wood sample for analysis.	Research Assistant	14.61	63	PSAC-RC
Devin Latimer	Chemistry	d.latimer@uwinnipeg.ca	Content Development Assistant	The Content Development Assistant will provide support to the faculty member in the authoring of a textbook. The researching/editing/creation of images and videos along with proofreading parts of the textbook will likely be the major activities that make up this position.	Working independently, the selected candidate would be required to research open access images and videos, in many cases editing the multimedia to fit the textbook. Proofreading and editing text and problems (and answer keys) will also be a key part of textbook development.	Successful completion of first year chemistry would be an asset but not mandatory. General computer skills are necessary and experience at editing multimedia (images, video, web) would be an asset but not mandatory. An ability to work creatively and independently is very important for this position.	Research Assistant	14.61	69	PSAC-RC

2019-20 Work Study Program Positions

Tabitha Wood	Chemistry	te.wood@uwinnipeg.ca	Citizen Science Research Assistant	The Citizen Science Research Assistant will provide support to Dr. Wood's Manitoba Citizen Science Portal project with discovering, experiencing, assessing, and documenting Manitoba Citizen Science opportunities.	The selected candidate would be required to make enquiries about Citizen Science opportunities in Manitoba. This may include communicating with program organizers, experiencing and participating in Citizen Science projects available in the Winnipeg area. Duties would include documenting the experience with brief written reports and recording media, such as photos or videos. Other duties may involve designing a new website and a web application for cataloguing Citizen Science opportunities in Manitoba.	The ideal applicant will have experience in public science outreach and science outreach. Assistant will be expected to work independently on occasion. Experience in website design and possessing a valid driver's license is an asset.	Research Assistant	14.61	63	PSAC-RC
Kevin Walby	Criminal Justice	k.walby@uwinnipeg.ca	Journal of Prisoners on Prisons Assistant	<ul style="list-style-type: none"> ➤ Develop agreement with supervisors from the JPP on specific tasks; ➤ Work on major projects (see below); and ➤ Manage and respond to correspondence through mail and e-mail while maintaining the confidentiality of letters, manuscripts, and other materials sent to the JPP by prisoners, ex-prisoners and others. <p>Major Projects The work study student will work on major projects. The student will take-on the following projects and can also propose a JPP-related project of their own.</p> <ul style="list-style-type: none"> ➤ Journal Production <ul style="list-style-type: none"> o A WSS would have the opportunity to work with the Managing Editors to produce a volume of the Journal of Prisoners on Prisons; o Assist the Managing Editors with the peer-review process, providing feedback to prospective authors based on the comments of reviewers; o Assist the Prisoners' Struggles Editor in soliciting contributions from prisoner advocacy groups for publication in the issue; o Assist the Book Review Editor in soliciting books from publishers and have them reviewed by interested prisoners, graduate students or professors for publication in the issue; 	Work Study Student Responsibilities with the JPP (including, but not limited to): ➤ Develop agreement with supervisors from the JPP on specific tasks; ➤ Work on major projects (see below); and ➤ Manage and respond to correspondence through mail and e-mail while maintaining the confidentiality of letters, manuscripts, and other materials sent to the JPP by prisoners, ex-prisoners and others. Major Projects The work study student will work on major projects. The student will take-on the following projects and can also propose a JPP-related project of their own. ➤ Journal Production o A WSS would have the opportunity to work with the Managing Editors to produce a volume of the Journal of Prisoners on Prisons; o Assist the Managing Editors with the peer-review process, providing feedback to prospective authors based on the comments of reviewers; o Assist the Prisoners' Struggles Editor in soliciting contributions from prisoner advocacy groups for publication in the issue; o Assist the Book Review Editor in soliciting books from publishers and have them reviewed by interested prisoners, graduate students or professors for publication in the issue;	The student(s) must be in the 3rd or 4th year of their degree and have some professional experience. Student must eligible for work study at UW. Skills Acquisition The WSS can expect to develop knowledge skills, technical skills, and personal and professional development skills, including (but not limited to): Knowledge of: • Imprisonment in Canada, U.S.A. and internationally; • The experiences of imprisonment via prisoner writing; • Sensitivity to issues of criminalization; • The JPP organization – how the journal operates; • Publishing and marketing; and • Scholarly paper writing. Technical Skills: • Organization and independent working skills (ability to manage and monitor one's on-going projects); • Computer skills –Excel; and • Writing – academic and report; • Web skills. Personal / professional development	Office Assistant 4	19.24-21.78	90	AESES

2019-20 Work Study Program Positions

Kevin Walby	Criminal Justice	k.walby@uwinnipeg.ca	Journal of Prisoners on Prisons Assistant	<p>➤ Develop agreement with supervisors from the JPP on specific tasks;</p> <p>➤ Work on major projects (see below); and</p> <p>➤ Manage and respond to correspondence through mail and e-mail while maintaining the confidentiality of letters, manuscripts, and other materials sent to the JPP by prisoners, ex-prisoners and others.</p> <p>Major Projects The work study student will work on major projects. The student will take-on the following projects and can also propose a JPP-related project of their own.</p> <p>➤ Journal Production</p> <ul style="list-style-type: none"> o A WSS would have the opportunity to work with the Managing Editors to produce a volume of the Journal of Prisoners on Prisons; o Assist the Managing Editors with the peer-review process, providing feedback to prospective authors based on the comments of reviewers; o Assist the Prisoners' Struggles Editor in soliciting contributions from prisoner advocacy groups for publication in the issue; o Assist the Book Review Editor in soliciting books from publishers and have them reviewed by interested prisoners, graduate students or professors 	<p>Work Study Student Responsibilities with the JPP (including, but not limited to): ➤ Develop agreement with supervisors from the JPP on specific tasks; ➤ Work on major projects (see below); and ➤ Manage and respond to correspondence through mail and e-mail while maintaining the confidentiality of letters, manuscripts, and other materials sent to the JPP by prisoners, ex-prisoners and others. Major Projects The work study student will work on major projects. The student will take-on the following projects and can also propose a JPP-related project of their own. ➤ Journal Production o A WSS would have the opportunity to work with the Managing Editors to produce a volume of the Journal of Prisoners on Prisons; o Assist the Managing Editors with the peer-review process, providing feedback to prospective authors based on the comments of reviewers; o Assist the Prisoners' Struggles Editor in soliciting contributions from prisoner advocacy groups for publication in the issue; o Assist the Book Review Editor in soliciting books from publishers and have them</p>	<p>The student(s) must be in the 3rd or 4th year of their degree and have some professional experience. Student must eligible for work study at UW. Skills Acquisition The WSS can expect to develop knowledge skills, technical skills, and personal and professional development skills, including (but not limited to): Knowledge of: • Imprisonment in Canada, U.S.A. and internationally; • The experiences of imprisonment via prisoner writing; • Sensitivity to issues of criminalization; • The JPP organization – how the journal operates; • Publishing and marketing; and • Scholarly paper writing. Technical Skills: • Organization and independent working skills (ability to manage and monitor one's on-going projects); • Computer skills –Excel; and • Writing – academic and report; • Web skills. Personal /</p>	Office Assistant 4	19.24-21.78	90	AESES
Alana Dahlin	Department of Economics	a.dahlin@uwinnipeg.ca	Student Assistant - Economics	<p>This continues our earlier work on alumni affairs. We have a developed a Faculty-based alumni group that has been very active and successful in hosting well-attended events. The majority of participants, however, have been graduates of the Department of Business and Administration, with proportionately fewer from the Department of Economics. While not altogether surprising, we need to conduct more research on graduates in Economics and to develop a strategy for increasing their engagement upon graduation.</p>	<p>The RA would work with our existing data base (provided by Alumni Affairs) that covers all graduates dating back to 1968. Updating the data (by searching such sources as LinkedIn and company webpage) is an ongoing task. But at this stage we need a descriptive account of our Economics graduates: the numbers by year, the international/domestic breakdown, where they are living now, where they are working now, etc., by various degrees (3-yr BA, 4-yr BA, Honours BA, EFin, ERDE/MAE). The RA would produce a report and give a presentation to the FBE Alumni Committee on their findings.</p>	<p>Strong organizational skills; ability to work independently; fluency with excel; good written and oral communication skills; experience working with databases is considered an asset.</p>	Office Assistant 2	16.30-18.46	72	AESES

2019-20 Work Study Program Positions

Laura Sokal	Education	lj.sokal@uwinnipeg.ca	Research Assistant	The Research Assistant (RA) will provide support to the primary researcher in the form of transcriptions, literature reviews, and data management. The researcher is on sabbatical and has several projects on the go.	The student RA will be introduced to a number of ongoing projects. Examples are effects of COVID-19 on teacher burnout, effects of an inclusive education course on pre-service teachers, and other projects. The student RA will meet with the researcher over ZOOM and will be mentored into each task assigned. This may include data entry, data transcription, literature reviews, and other tasks as assigned.	The selected candidate will work from home on their own schedule. They would be required to meet pre-agreed deadlines for work submissions. The Research Assistant (RA) should be a senior student in Education who has completed their first degree. The student should be dependable and have excellent communication skills. A four-hour (paid) course in research ethics will be required as the first job task.	Research Assistant	14.61	63	PSAC-RC
Jenny Heijun Wills	English	j.wills@uwinnipeg.ca	Student Research Assistant, Editorial Assistance	Student Research Assistant, Editorial Assistance	The selected candidate will assist with the production of a special journal issue of student-authored works about Race and Ethnicity. Tasks will include: communicating with other editorial staff people, contributors, proofreading, indexing, and distribution. The candidate may also be asked to assist with a publication release event.	word processing skills (including editing abilities), critical thinking skills, organization and communication skills. BIPOC candidates are encouraged to apply.	Office Assistant 2	16.30-18.46	82	AESES
Alan Diduck	Environmental Studies and Sciences	a.diduck@uwinnipeg.ca	Graphic Design Assistant	The Graphic Design Assistant will provide support to the Program Committee of the newly created Master Program in Environmental and Social Change, housed in the Environmental Studies and Sciences and Geography departments.	The successful candidate will support the design of outreach, promotion, and recruitment materials for distribution online and in print form. He/she/they will also provide support in the design of the web site for the new MESC program. The position will involve assisting with content development, including searching and coordinating content for the MESC Program Committee to review and decide on. An important aspect of the position will be liaising with UWinnipeg Marketing and Communications staff, which will be done in collaboration with members of the program committee.	An excellent understanding of graphic design principles, including online design. Good experience with web site design and the development of outreach, promotion, and recruitment materials. Good organizational and oral and written communication skills. Good working knowledge of current graphic and web design software.	Office Assistant 4	19.24-21.78	70	AESES
Darshani Kumaragamage	Environmental Studies and Sciences	d.kumaragamage@uwinnipeg.ca	Research Assistant	The research assistant will help in field research investigating soil amendments in reducing phosphorus release to floodwater.	The research assistant would be required to make a few visits to the field sites located in South Manitoba in October and possibly in November. The research assistant may require to assist in lab work in measuring soil properties (if lab work is permitted by then). If not, samples will be sent to an outside lab for analysis, and the research assistant would help with data recording and analysis.	Student should have taken some science courses with a lab component. Should be familiar with Microsoft office (word and excel).	Research Assistant	14.61	69	PSAC-RC

2019-20 Work Study Program Positions

Richard Westwood	Environmental Studies and Sciences	r.westwood@uwinnipeg.ca	Research Assistant	The student will work in a laboratory to carry out identification of plants and insects collected by graduate students in the summer. Student will be trained to identify samples using various software and identification guides.	The candidate would be required to carry out identification duties and enter data into Excel spreadsheets. They would be trained in laboratory procedures and use of specialized equipment such as microscopes.	Student should have a keen interest in Biology and/or Environmental Science and while experience in plant and insect identification is helpful it is not essential as students will be trained.	Research Assistant	14.61	63	PSAC-RC
Srimathie Indraratne	Environmental Studies and Sciences	s.indraratne@uwinnipeg.ca	Research Assistant	The Research Assistant will help me with data entering, analysis and literature survey. The research is related to my Major Grant (UWinnipeg) funded project on "Use of inorganic soil amendments to reduce the release of potentially toxic trace elements and phosphorus to floodwater from waterlogged soils "	The selected candidate would be required to enter data to excel sheets, arrange them, analysis and present results in table and graphical forms under my supervision and instructions. A literature survey on a given title should be conducted as well.	A student in their third or fourth year in a BSc program, who has taken a research project course or any scientific writing related course (E.g., ENV 3609, 3610 or equivalent). Must have knowledge on Microsoft Word and Excel. Should know how to use search engines (Google scholar or any other), with good scientific writing skills. Knowledge on SPSS would be an advantage.	Research Assistant	14.61	69	PSAC-RC
Rachel Hammerback	Faculty of Business and Economics	r.hammerback@uwinnipeg.ca	Student Assistant	We recently submitted a new request to Karen Kowbel (Institutional Data Management, TSC) to update our student database. This includes all current and former students (whether they graduated or not). The Student Assistant will provide administrative and research support in collecting, organizing and analyzing (non-confidential) enrollment, declared major, and graduation data for the Faculty of Business and Economics. We learned some lessons from recent research on this area and have identified three key areas in which we need a greater understanding of our students. This research assistant will examine data on self-declared indigenous students from general descriptive statistics (distribution by FN status, age, gender, etc) to issues like retention rates. A report will be provided that provides a five-year overview of indigenous students enrolled in the Faculty.	The selected candidate would be required to undertake data entry and storage, basic research work and write a brief report on trends in student applications, declared majors and enrollment in the Faculty. The work may be done outside the office but regular meetings with the supervisor is required as the project evolves.	A general understanding of the student registration process and of university structure; fluency with excel; good written communication skills.	Office Assistant 1	15.02-17.02	68	AESES

2019-20 Work Study Program Positions

Rachel Hammerback	Faculty of Business and Economics	r.hammerback@uwinnipeg.ca	Student Assistant	We recently submitted a new request to Karen Kowbel (Institutional Data Management, TSC) to update our student database. This includes all current and former students (whether they graduated or not). The Student Assistant will provide administrative and research support in collecting, organizing and analyzing (non-confidential) enrollment, declared major, and graduation data for the Faculty of Business and Economics. We learned some lessons from recent research on this area and have identified three key areas in which we need a greater understanding of our students. This student will focus on the three-year BBA degree. The majority of our students now take a 4-yr degree and we need to know the implications of potentially eliminating the 3-yr degree option.	The selected candidate would be required to undertake data entry and storage, basic research work and write a brief report on trends in student applications, declared majors and enrollment in the Faculty. The work may be done outside the office but regular meetings with the supervisor is required as the project evolves.	A general understanding of the student registration process and of university structure; fluency with excel; good written communication skills.	Office Assistant 1	15.02-17.02	68	AESES
Rachel Hammerback	Faculty of Business and Economics	r.hammerback@uwinnipeg.ca	Student Assistant	We recently submitted a new request to Karen Kowbel (Institutional Data Management, TSC) to update our student database. This includes all current and former students (whether they graduated or not). The Student Assistant will provide administrative and research support in collecting, organizing and analyzing (non-confidential) enrollment, declared major, and graduation data for the Faculty of Business and Economics. We learned some lessons from recent research on this area and have identified three key areas in which we need a greater understanding of our students. This student will focus on international students and retention rates.	The selected candidate would be required to undertake data entry and storage, basic research work and write a brief report on trends in student applications, declared majors and enrollment in the Faculty. The work may be done outside the office but regular meetings with the supervisor is required as the project evolves.	A general understanding of the student registration process and of university structure; fluency with excel; good written communication skills.	Office Assistant 1	15.02-17.02	68	AESES
Nora Casson	Geography	n.casson@uwinnipeg.ca	Research Assistant	The research assistant will conduct lab and field work in support of a project measuring phosphorus release from agricultural soils	The selected candidate would be required to make periodic trips to the site to collect soil samples and install equipment. The research assistant will also be responsible for collating and analyzing literature and data. The research assistant will be fully trained in all procedures.	The research assistant should have some experience with lab and/or field work, either from classes or from previous employment experience. They need to be familiar with Microsoft Excel	Research Assistant	14.61	69	PSAC-RC

2019-20 Work Study Program Positions

Flavio Fonseca	Global College	fl.fonseca@uwinnipeg.ca	Global College Research Assistant	<p>We are looking for an upper-year student with research experience (ideally including interviews and/or questionnaires) to conduct research on the history of Global College and our academic programs. Our intent is to strengthen the gathering of qualitative and quantitative data about who our students are, why they chose U of W and Human Rights and/or Peace and Conflict Studies, and what careers and educational paths they chose afterwards. The data would be used to continue to promote Global College, the Human Rights program and Peace and Conflict Studies program, to recruit future students, to track student recruitment trends, to increase our alumni engagement and characterize their typical careers' paths. Our aim is to follow-up the seminal alumni-student mentorship program. An expected output is to come up with a report from which we could draw periodic relevant data, and integrate it into our promotional materials.</p>	<ul style="list-style-type: none"> • Reaching out to students and alumni • Creating questionnaires • Holding interviews • Compiling research findings into a report • Scanning, categorizing and filing research materials • Proofreading and notation • Updating sections of the Global College website relevant to research • Initiate and coordinate student-alumni mentorship communications 	<ul style="list-style-type: none"> • Currently an undergraduate student at the University of Winnipeg • Completed at least 70 credit hours • Desirable: Human Rights Major • Strong organization and time management skills • Attention to detail • Experience conducting interviews • Strong writing skills 	Office Assistant 2	16.30-18.46	72	AESES
Flavio Fonseca	Global College	fl.fonseca@uwinnipeg.ca	Global College Public-Private Grants and Internships Assistant	<p>The selected candidate will be responsible for the planning, design and execution of a continuous search on the World Wide Web for public/private grants and internship funding opportunities. This includes attending on-line planning meetings, scheduling focused research tasks, attending informative webinar sessions, filling and submitting requests for information to donors, keeping track of present and future funding opportunities, keeping track of the changes and updates before, during and after application packages have been submitted, and any other tasks assigned by the Executive Director and the Project Manger. The PP Grants Assistant will work as the initial point of contact between GC and grants and internship providers. Through his work he PP Grant Assistant will strengthen the registry of past, current and future donors with detailed information about the types of small projects and research funding opportunities.</p>	<ul style="list-style-type: none"> • Update the directory of current, local, regional, national and international Grants providers • Provide GC's directorate summarized information of potential grants matching CG's mandate, principles and strategic planning • Calenderize and Communicate to GC's directorate the upcoming deadlines for submitting PP grants and internship proposals • Update the directory of PP Grants and internship providers • Create and revise related promotional material for students • Work with the Project Manager to plan, execute and monitor the proposed deliverables. • Update sections of the Global College website relevant to grants & internship funding research 	<ul style="list-style-type: none"> • Currently an undergraduate student at the University of Winnipeg • Completed at least 70 credit hours • Desirable: Human Rights / International Development Studies Major • Strong organization and time management skills • Attention to detail • Experience conducting structured grants driven research on the www • Strong interpersonal skills • Experience with social media in a professional setting is considered an asset. 	Office Assistant 2	16.30-18.46	72	AESES

2019-20 Work Study Program Positions

Kristi Kenyon	Global College	kr.kenyon@uwinnipeg.ca	Research Assistant	This position is an opportunity for a student who has a strong interest in human rights and higher education. The position will involve assisting in the preparation of several research papers on human rights pedagogy and will provide an opportunity to strengthen research skills and learn about the research and publication process. The position will involve: assisting with a literature review, organising and synthesizing research data, and assisting in the preparation of research papers (this will include formatting and notation and may include opportunities for writing and co-authorship depending on experience and interest).	The selected candidate would be required to assist in: identifying relevant literature to specific aspects of human rights pedagogy, organising and synthesizing research data, proofreading research documents, compiling correctly cited bibliographies, and possible participation in data analysis and writing. This position is flexible and the number of hours worked will vary throughout the position. The position will include training on human rights research and publishing.	This position requires: interest and experience in human rights and/or education research, excellent writing skills, very strong organizational skills, good computer skills, good time management and experience working to deadlines. Must have knowledge of microsoft word. Must complete the tri-council ethics tutorial prior to starting work. This project involves careful work and strong attention to detail is a must. Desirable: degree (completed or in progress) in human rights or education, experience with research ethics and dealing with confidential material is an asset.	Research Assistant	14.61	52	PSAC-RC
Janis Thiessen	History	ja.thiessen@uwinnipeg.ca	Transcriber	The Archival assistant will transcribe and process oral histories conducted by the Manitoba Food History Project for deposit in the UW Oral History Centre (UW OHC).	The selected candidate will listen to recordings about food history to transcribe them, and to gather information that they will then use to complete various forms for archival deposit with UW OHC.	Must have working knowledge of Microsoft Office, have good hearing, be dependable, and work with accuracy and close attention to detail. Experience dealing with confidential material and interest in food history are assets.	Research Assistant	14.61	69	PSAC-RC
Janis Thiessen	History	ja.thiessen@uwinnipeg.ca	Transcriber	The Archival assistant will transcribe and process oral histories conducted by the Manitoba Food History Project for deposit in the UW Oral History Centre (UW OHC).	The selected candidate will listen to recordings about food history to transcribe them, and to gather information that they will then use to complete various forms for archival deposit with UW OHC.	Must have working knowledge of Microsoft Office, have good hearing, be dependable, and work with accuracy and close attention to detail. Experience dealing with confidential material and interest in food history are assets.	Research Assistant	14.61	69	PSAC-RC
Gabriel Nemogá	Indigenous Studies	g.nemoga@uwinnipeg.ca	Research Assistant	The Student Research Assistant will provide support to the daily support to the "Revitalizing ancestral law for the protection of Indigenous and Local knowledge systems through the development of biocultural protocols" project with literature review, annotated bibliography, and data processing.	The selected candidate would be required to perform auxiliary research activities including literature reviews, annotated bibliographies reports, and qualitative data processing. The candidate will maintain contact with researchers and organizations engaged in similar projects and research interest. It will also assist with developing a draft working information documents for preliminary research finding dissemination.	Must have effective oral and written communication and interpersonal skills; a good working knowledge of Microsoft Office (Microsoft Word, Excel, and Outlook), Microsoft Publisher; qualitative data software or willingness to learn; must have strong organizational, critical thinking and analytical skills, be dependable, and have effective written skills; experience in research activities and knowledge of and/or connections to Indigenous communities in Winnipeg and Manitoba an asset.	Research Assistant	14.61	86	PSAC-RC

2019-20 Work Study Program Positions

Shailesh Shukla	Indigenous Studies	s.shukla@uwinnipeg.ca	Student Research Assistant	Student research assistant (SRA) is needed to assist in development of book (that will be used as a textbook in future) related Indigenous food systems and planetary health. SRA will undertake systematic literature review and book related activities focussing on Indigenous food and planetary health topics.	<ul style="list-style-type: none"> • Excellent independent academic and research writing skills including knowledge of APA and MAL referencing styles • Assist in communication and coordination with potential contributors • Develop contributors guidelines and related documents in guidance of faculty supervisors • Ability to compile and use literature on Indigenous food systems and planetary health peer-reviewed and grey materials, books, files, documentation; 	<ul style="list-style-type: none"> • Fourth year undergraduate or first year graduate level students are preferred • Students with a Good comprehension, research and analytical skills including researching and organizing research papers • Experience with conducting independent scholarly literature search, review and copy editing • Good knowledge of small office works and familiarity with endnote or other library referencing system to prepare bibliography • Good interpersonal communication skills and familiarity with small office jobs <p>Must have good knowledge, understanding and Interest in Indigenous food systems, planetary health and sustainability topics either through courses, and research project involvement or community experience</p>	Research Assistant	14.61	109	PSAC-RC
Gabriel Nemogá	Indigenous Studies (MAIG program)	g.nemoga@uwinnipeg.ca	Office Assistant	The Student Research Assistant will provide daily support to the MAIG program with preparation, editing, and dissemination of MAIG relevant information in social media, participation in recruiting events (ie. MAIG promotion events), updates of the MAIG web page, and reviews of social media information	The selected candidate would be required to perform general duties including preparing, proofreading, and updating items on the MAIG social media and website, including general graduate program, faculty and staff, current students, alumni, and other information about the MAIG program. This position will also assist the MAIG Chair supporting the coordination of events and promotional activities, developing contacts, networks with similar academic programs, initiatives, and research projects related with Indigenous governance in Canada and globally. It will also assist with developing a working information document procedures for MAIG students and faculty regarding term deadlines for registration, student annual reports, and grant and scholarship applications etc.	Must have effective oral and written communication and interpersonal skills; a good working knowledge of Microsoft Office (Microsoft Word, Excel, and Outlook), Microsoft Publisher; General understanding of Web page editing (ie. content management systems) or willingness to learn; Knowledge of university policy and procedures and registration procedures; must have strong organizational skills, relate well with the public, be dependable, and have public speaking ability; Knowledge of and/or connections to Indigenous communities in Winnipeg and Manitoba an asset.	Office Assistant 4	19.24-21.78	86	AESES

2019-20 Work Study Program Positions

Valerie Pelleck	Kinesiology and Applied Health	v.pelleck@uwinnipeg.ca	Instructor	The Kinesiology Lab Tutor will provide support to KIN students virtually by assisting them with questions, alternative study methods and exam preparation.	The selected candidate will be required to assist KIN students with tutoring for a variety of courses that have labs attached to them, mainly KIN 2301 Human Anatomy, but also KIN 2202 Prevention and Care of Injuries and KIN 3201 Biomechanics, among others. They will be expected to provide tutoring to interested students during specified drop-in times in a virtual format, mainly leading up to mid-term exam and final exam periods of the Fall and Winter terms.	The selected candidate must have a declared major in any stream of KIN, achieved a B or higher in all KIN courses as well as completed a minimum of 90 credit hours. They must have strong organizational skills, the ability to provide peer tutoring online and have creative ideas to assist students. Excellent communication skills are essential as the tutoring will be done virtually. Knowledge of how to use Zoom Videoconferencing is an asset.	Tutor	12.9	52	PSAC-AC
Jennifer Ledoux	MDP	je.ledoux@uwinnipeg.ca	Recruitment Admin Assistant	The Recruiting Administrative Assistant will develop and execute strategies to identify, source and attract high quality students for the Masters in Development Practice Program.	Under the direction of the MDP Director and with the guidance of the MDP Career Counselor, the recruiting Administrative Assistant will assist in the delivery of the MDP recruiting plan including on and off campus student recruitment. A large component of this will be delivering presentations to prospective undergraduate students as well as professionals working in relevant community organizations. This may require travel within the province. The student may also be asked to conduct research on recruitment trends and best practices for the recruitment of Indigenous Students in particular.	Must be a graduate student at the University of Winnipeg with 4yrs related education and or experience within the development sector. The position requires excellent facilitation, presentation, communication and interpersonal skills. It is strongly desirable for the student to have a working knowledge of recruiting techniques and networking contacts. Knowledge of Indigenous recruitment and marketing practices in Canada and Internationally is an asset.	Office Assistant 4	19.24-21.78	94	AESES
Tamara Dionne Stout	MDP	ta.stout@uwinnipeg.ca	Research Assistant	The Research Assistant will work with the MDP program on a range of research projects including analysis, outreach within UWinnipeg community and meeting preparation.	The selected candidate would be required to perform general duties including data input, social media posting, literature searches.	Preference will be given to graduate students in the MDP or MAIG programs. Candidates should demonstrate experience working in research environment and have prior experience working with limited supervision.	Office Assistant 2	16.30-18.46	97	AESES

2019-20 Work Study Program Positions

Janice Freeman	Rhetoric, Writing and Communications	j.freeman@uwinnipeg.ca	Discussion Facillitator	The student will monitor online discussion groups related to student work in an online, asynchronous first-year Academic Writing class.	The selected candidate will monitor course-related discussion groups, taking note of questions and concerns that arise, recording both frequency and quality of participation, and informing the instructor when her engagement is needed. The successful candidate may also answer simple questions about course resourses, requirements, and content that arise during times that the instructor is not immediately available, primarily evenings and weekends. Working with the instructor, the student will assist in preparing course FAQs and finding links to reputable resources to support student learning in the online environment.	The student should have completed Academic Writing with a minimum grade of B. Special consideration will be given to students who have competed the RHET tutoring courses or have experiece supporting students in an academic setting. Excellent computer skills, including experience with online research are necessary. Good organizational skills would be an asset. Familiarity with Nexus (the U of W course management system) is desirable.	Teaching Assistant	13.93	84	PSAC-AC
JaquelineMcLeod Rogers	Rhetoric, Writing and Communications	j.mcleod-rogers@uwinnipeg.ca	Digital Research Assistant	The Digital research assistant will manage and update 2 sites--one a collaborative website (co-run with Dr. F. Green in WGS) Family Bloglines: Talking Care (this may involve writing some entries to support the development of 2 attached blogs) https://familybloglines.com/ ; my own website that will feature excerpts/present my McLuhan book (McLuhan and the TechnoSensorium City, Lexington, fall 2020 https://www.amazon.com/McLuhans-Techno-Sensorium-City-Programmed-Environment/dp/1793605246), helping me consider strategies to use this site in lieu of USUAL physical launch in real time . The student will also investigate a an online course site recommended by librarians B. Selman and I. Fraser as potentially suitable framework for development of a rhetoric course. The website allows for students to build an online journal, playing all the writing, editing and production roles). https://ojs.library.ubc.ca/index.php/expedition	The selected candidate needs digital skills to manage and develop a website; the individual would be required to work at a distance and meet via zoom (at least till January 2021) to discuss progress of the 2 content sites and the 3rd educational site. This student should have writing skills and be able to post comments/replies and short original posts.	A successful candidate should have strong skills with digital and social media, especially as it is can be used to support a platform for knowledge circulation and development. The student needs strong writing skills.The student should have aninformed interest in communications and media and experience working independently.	Office Assistant 4	19.24-21.78	45	AESES

2019-20 Work Study Program Positions

Helen Lepp Friesen	Rhetoric, Writing, and Communications	H.LeggFriesen@uwinnipeg.ca	Supervisor, Writing Lab	The Writing Lab Supervisor will commit to one hour each weekday during the Winter term to fill in for our current Lab Supervisor, Kevin Doyle. The Writing Lab is a space where all University of Winnipeg students are eligible to work one-to-one with a tutor in Academic Writing, Math, or Chemistry, and is adjacent to the Tutoring Centre. The Lab Supervisor helps book tutoring appointments for students, communicates with those who come in to use the lab and helps students find their appointed tutor, answers student questions about campus resources, and assists students with problems related to computers, such as printing, accessing Library databases, using Microsoft Office and other software, and assisting with Writing Centre and department website maintenance. This work-study position will enhance a student's experience by acquainting him or her with University of Winnipeg practices and procedures and with other students' experiences and challenges.	Our Department requires a student to manage the Lab during the Lab Supervisor's lunch break. The student will assist students in booking an appointment with a tutor, assist students in the use of the computers, including the procedure for printing, and answer general questions about the UW campus and UW procedures.	The successful candidate enjoys meeting students, is comfortable working in a busy room and answering frequent requests on a variety of issues. The candidate is familiar with the UW campus, Microsoft Office, Library databases, and the most commonly used documentation styles (MLA and APA). The candidate will work one hour between 11:00 and 2:00, weekdays (flexible).	Office Assistant 1	15.02-17.02	52	AESES
Allison Loat / Melinda Tallin	Theatre & Film	theatre@uwinnipeg.ca	Props and Costume Loans Coordinator (AESES: Lab Assistant)	Assist students and others (school groups, community theatre groups) with selecting props and costumes for scene work, performances, etc. Managing costume and prop stock, as well as maintaining order and cleanliness in storage rooms. The student will be required to establish regular hours for working in the storage room to be coordinated with the Office Manager for the Department of Theatre and Film	To include, but not limited to: Checking phone messages, responding to inquiries, maintaining a log of items loaned out, returned, and over-due, promptly re-stocking of returned items. NOTE - this position cannot be performed remotely AND is subject to cancellation based on current public health orders related to COVID-19 and University of Winnipeg Administrative Policy	2nd year University or later. The preferred candidate would have an interest in pursuing a career in the Theatre industry with preference being given to those aspiring in the areas of Costuming, Props, Production or Design. To be eligible, student must: Be registered in full-time studies (18 credit hours or more), have completed 30 credit hours at The University of Winnipeg (or equivalent), have a minimum cumulative grade point average of 2.0., demonstrate financial need (shortage between your expenses and resources), and must be a Canadian citizen, permanent resident, protected person or an international student with a valid study permit.	Lab Assistant	13.27-14.39	85	AESES

2019-20 Work Study Program Positions

Christopher Brauer / Melinda Tallin	Theatre & Film	theatre@uwinnipeg.ca	Audience Support Assistant - Theatre (AESES: Sr. Event Assistant)	<p>The student will be expected to provide support for theatrical public exercises (ONLINE AND IN PERSON) including assisting with reservations, audience control, and online audience moderation. This includes tracking and reporting reservations and attendance, coordinating volunteer ushers, assisting with the presentation and maintaining lobby displays, providing a professional face on behalf of the department.</p> <p>Aside from attendance at some specific events, other work can be scheduled based on student availability.</p>	<p>Assisting in organising volunteer ushers, some publicity activities and reservations for departmental productions. Assisting in the management of the departmental script library and selected media equipment for film classes. NOTE - this position cannot be performed remotely AND is subject to cancellation based on current public health orders related to COVID-19 and University of Winnipeg Administrative Policy</p>	<p>2nd year University or later. Experience with Excel and Word and working with the public. The preferred candidate should have an interest in pursuing a career in some area of theatre.</p> <p>Where the requisite skills exist, preference will be given to a current registrant in the theatre/film program who can use this project as a practical part of their educational experience toward a career objective. While not required, experience in technical theatre would be an asset.</p> <p>To be eligible, student must: Be registered in full-time studies (18 credit hours or more), have completed 30 credit hours at The University of Winnipeg (or equivalent), have a minimum cumulative grade point average of</p>	Sr Event Assistant	13.27-13.84	84	AESES
Colin Wiens / Melinda Tallin	Theatre & Film	theatre@uwinnipeg.ca	Audience Support Assistant - Film (AESES: Sr. Event Assistant)	<p>Front of House support for some theatre public exercises (ONLINE AND IN PERSON) including the UW Student Film Festival. This includes tracking and reporting reservations and attendance, coordinating volunteer ushers, assisting with presentations (including online audience moderation) and maintaining lobby displays, and providing a professional face on behalf of the department.</p> <p>Aside from attendance at some specific events, other work can be scheduled based on student availability.</p>	<p>Assisting in organising volunteer ushers, some publicity activities and reservations for departmental productions and the UWinnipeg Film Festival. Assisting in the management of the departmental script library. NOTE - this position cannot be performed remotely AND is subject to cancellation based on current public health orders related to COVID-19 and University of Winnipeg Administrative Policy</p>	<p>2nd year University or later. Experience with Excel and Word and working with the public. The preferred candidate should have an interest in pursuing a career in some area of theatre.</p> <p>Where the requisite skills exist, preference will be given to a current registrant in the theatre/film program who can use this project as a practical part of their educational experience toward a career objective. While not required, experience in technical theatre would be an asset.</p> <p>To be eligible, student must: Be registered in full-time studies (18 credit hours or more), have completed 30 credit hours at The University of Winnipeg (or equivalent), have a minimum cumulative grade point average of</p>	Sr Event Assistant	13.27-13.84	84	AESES

2019-20 Work Study Program Positions

Nadya Alahakoon	Urban and Inner-City Studies	n.alahakoon@uwinnipeg.ca	UIC Student Assitant	<p>This project offers the successful candidate an opportunity to apply their education and knowledge in tutoring Beginning University Successfully(BUS) Program. Assists Instructors administrating the University's Learning Management system and assisting in class technological needs. Also, assisiting students with problems related to the computers, such as printing, accessing Library databases, and using Microsoft Office and other software if in class sessions will resume.The Student Assistant will provide support with special events and responsible to manage UIC social media page. Student Assistant is expected to work on Saturday mornings during the winter term. Applicants must be available on Saturdays from 10 a.m.-1:00 p.m. to assist the instructor with opening and closing the classroom space at Merchants Corner. (Due to Covid-19 uncertainties, this may change).</p>	<p>Assisting the instructors in administrating the University's Learning Management system, this may include uploading course materials, reading to the NEXUS site. • Assisting instructors with Zoom classes. • Assisting the instructor with the classroom's technological needs. • Assisting instructors in opening and closing the classroom space on Saturdays (Due to Covid-19 uncertainties, this may change). • Monitoring the condition of the classroom, ensuring that all relevant protocols, such as health and safety are followed;• Meeting with students(in person/ via Zoom)individually or as a group to resolve course-related problems- online access issues) • Providing support to the Beginning University Successful (BUS) group. Assisting the instructor in preparing course materials which include formatting, copying, and distributing course readings. • Assisting students with problems related to computers, such as printing, formatting their assignments• Providing instructions and tutoring to students, which may include explaining and demonstrating concepts and</p>	<ul style="list-style-type: none"> • Comfortable working with an online platform (Nexus, Zoom). • Background in Urban and Inner-City Studies (courses and/or major) and/or relevant related discipline(s). • Ability to interact empathetically with students, particularly in tutoring situations. • Knowledge of Microsoft Word, Excel, and a working knowledge of social networking sites (Facebook, etc.) is required. . Ability to interact empathetically with students, particularly in tutoring situations.Knowledge of Microsoft Word,Excel. 	Office Assistant 1	15.02-17.02	63	AESES
-----------------	------------------------------	--	----------------------	---	--	---	--------------------	-------------	----	-------