

2023-24 Work Study Positions Listings -- As of January 29, 2024

Application Instructions

Apply for the Work Study program <https://www.uwinnipeg.ca/awards/work-study-program.html>

AESES Positions (blue) - send your resume and cover letter to the supervisor's listed email.

PSAC Positions (green) - apply through UWinnipeg's HR careers site: <https://www.northstarats.com/University-of-Winnipeg>

Supervisor's Name	Department Name	Supervisor Email Address	Position Title	Project/Position Description Give a detailed description of the project/job including any research components	Responsibilities and Duties Outline the duties and responsibilities of the position	Required Qualifications Outline any required skills, academic program/courses, or any other proficiencies that the position requires	Classificatio n	Salary Range	Estimated Total Work Hours	Associated Union (PSAC-AC, PSAC-RC, or AESES)
Janet Cox	Access Education	ja.cox@uwinnipeg.ca	Access Student Asst	The Access Student Assistant will work through the numerous educational resources that are available for students in HBO to assess what should be disposed of or kept for continued use. The retained material will then be reorganized.	The student can work during open building hours in the space that is already open for students and contains most of the resources. The student assistant may also be asked to assist in other ways that generally relate to the student spaces and student culture that is provided and supported by Access Education.	A third year Access Education student or other third year Faculty of Education student would have the necessary academic and professional experience for the role.	OA2	17.26-23.98	49	AESES
Janet Cox	Access Education	ja.cox@uwinnipeg.ca	Access Student Asst	The Access Student Assistant will work through the backlog of paper files that need to be digitized. Also, the local database for applicants and graduates will be updated for the previous three year and, if completed, will then be analyzed. This work will relate to gathering information to begin developing an Access Education alumni network.	The student will be able to access files in secured storage spaces and will be given private or professionally-shared areas to work. The student assistant may also be asked to assist in other ways that generally relate to the student spaces and student culture that is provided and supported by Access Education.	A third year Access Education student or other third year Faculty of Education student would have the necessary academic and professional experience for the role.	OA2	17.26-23.98	49	AESES
Janet Cox	Access Education	ja.cox@uwinnipeg.ca	Access Tutor (English/History)	The Access Tutor (English/History) is a pilot project to provide regularly available assistance within the Helen Betty Osborne building beyond the individual tutor assistance that can be requested but that takes some time to then put in place. Given that students regularly request assistance too late within a given course, providing a regularly available and highly visible tutor is important because it will allow for drop-in and earlier assistance. I may also allow for cross-course and cross-year assistance.	The tutor will work 1-2 regular shifts per week in the late afternoon and early evening. This will allow for all Access Education students to see and access the services. The tutor(s) will work out of a shared regular space to increase visibility and accessibility. The tutor(s) may also be asked to assist in other ways that generally relate to the student spaces and student culture that is provided and supported by Access Education. The English and/or History Departments will be consulted with respect to the appropriateness of potential applicants.	A third year English or History student will have the necessary academic experience for the role. Experience as a course-based tutor is preferable. Some other Humanities or Social Sciences students will also have the necessary academic experience.	AC1	\$15.30	49	PSAC Academic Capacity
Janet Cox	Access Education	ja.cox@uwinnipeg.ca	Access Tutor (Mathematics)	The Access Tutor (Mathematics) is a pilot project to provide regularly available assistance within the Helen Betty Osborne building beyond the class-based tutor assistance already available. The regular and visible availability is important because it will allow for drop-in assistance and, possibly, cross-course and cross-year assistance.	The tutor will work 1-2 regular shifts per week in the late afternoon and early evening. This will allow for all Access Education students to see and access the services. The tutor(s) will work out of a shared regular space to increase visibility and accessibility. The tutor(s) may also be asked to assist in other ways that generally relate to the student spaces and student culture that is provided and supported by Access Education. The Mathematics Department will be consulted with respect to the appropriateness of potential applicants.	A third year Mathematics student or other upper year student with sufficient Mathematics background would have the necessary academic and professional experience for the role. Experience as a course-based Mathematics tutor is preferable.	AC1	\$15.30	49	PSAC Academic Capacity
Laurie Hellsten	Education	lhellsten@uwinnipeg.ca	Deans Office Assistant - Special Projects, Communication, and Events	The Deans Office Assistant - Special Projects, Communication, and Events will provide support to the Education Deans office with special projects (with a particular focus on supporting the development of a MED proposal and the summer institute), supporting the organization of outreach activities and special events (i.e. research presentations, lunch and learns for students/faculty, etc), and communications (i.e., using social media to support research dissemination and the events of the Faculty). This position will include opportunities to conduct research as well as support the dissemination of research.	The selected candidate would be expected to: (1) review existing programs at other institutions (according to pre-determined criteria) and create comparison tables; (2) review scholarly literature related to best practices (e.g., review best practices in removing institutional barriers for Indigenous and minority student participation in graduate school) and write summaries for the Deans Office based on the findings; (3) with the support of the Deans Office staff and Deans, undertake other single research and data-entry projects (e.g., survey and/or speak with a sample of students on various issues); (4) provide assistance with organization of special events including research presentations (e.g., scheduling, email invitations, follow-up, record keeping); and (5) with the support of the Deans Office staff use social media to communicate and support research dissemination and events. This position will also assist the Education Deans Office with other general duties as assigned including answering phone enquiries, word processing, filing and mailings.	Must have strong organizational, computer, and research skills (including online database search and internet search ability). Must be dependable with strong written and oral communication skills. Must have a familiarity with and interest in social media communication. Must be able to take initiative, work independently and as a member of a team, able to think critically, and demonstrate good judgement. Close attention to detail will also be required for this position. Must have knowledge of Microsoft Word and Excel and experience dealing with confidential material is an asset. Both in-person (on-campus) and remote work is expected.	OA3	18.74-26.01	79	AESES
Laurie Hellsten	Education	lhellsten@uwinnipeg.ca	Research Assistant in Caregiver Perceptions of Physical Wellness	The RA will support the research team with thematic analysis of existing data and participate in all stages of the anticipated manuscript and presentation development. The purpose of the research project related to this position is to explore family wellness among a sample of Canadian families with children 2 to 8 years of age. This study specifically examines how family caregivers perceive, understand, reflect on, and interact with physical wellness as well as play, outdoor spaces, and physical activity. Twenty-two caregivers were interviewed and on two separate occasions and the data has already been transcribed. The proposed RA for this project will primarily support the thematic analysis of the second set of interviews (the first set of interviews has already been analyzed). Working alongside the supervisor (Dr. Laurie Hellsten) and an experienced MED student (Britt Kiedder, University of Saskatchewan), the RA will engage in thematic analysis following the guidelines of Braun and Clark (2006, 2022) and be integrally involved in the development of a manuscript and conference presentation resulting from the analysis.	Under the guidance of the research team members, the selected candidate would be required to read and learn about Thematic Analysis as recommended by Braun and Clarke (2006, 2022). In addition the RA would be asked to familiarize themselves with the background literature related to the project as well as the results of the thematic analysis resulting from the first set of interviews. The RA would then work alongside the Master's student to become familiar with the dataset. Following this, the RA would begin reviewing and coding a set of transcripts as the second reader (under the mentorship of the research team members). Once the RA has developed competency and confidence in their coding, the RA will be encouraged to take the lead on coding a set of transcripts. Together the team will develop and review themes across transcripts in an iterative manner. These activities would require the RA to attend weekly in-person meetings in addition to completing weekly transcript review independently (remotely). In the latter months of the project, the RA will support the research team in refining, defining, and naming themes; updating the literature review; selecting a journal for publication and a conference for presentation; reviewing the submission criteria of the journal and conference; and structuring, drafting, and editing sections of the manuscript and proposal. The RA would have the opportunity to become familiar with academic writing and APA referencing and to learn about and utilize a reference management system. The RA will have the opportunity to have their name on both the manuscript and the conference proposal and would be welcome to support the research team in presenting at the conference (additional funds to support this will need to be found). The RA will be an integral part of the research team.	A general understanding of research methods, preferably qualitative research methods (either through completed coursework or previous RA experience) is preferred. Must have have strong organizational skills, be dependable, a good communicator (orally and in written form), and strong academic writing skills. The RA will be expected to work independently and as a member of the team and close attention to detail is also required for this position. Must have knowledge of Microsoft Word and Excel. A strong interest in research in the social sciences, and experience dealing with confidential material is an asset. Both in-person (on-campus) and remote work is expected.	Research Assistant	\$15.30	82	PSAC Research Capacity
Lesley Ebile Trudel	Faculty of Education	leblitru@uwinnipeg.ca	Research Assistant	The research assistant will familiarize themselves with the research information produced thus far and will assist in knowledge mobilization of of this material.	Duties could include assistance with making research more accessible and promoting research amongst knowledge users, creation or co-creation to effectively house/store data. Duties may involve website development, word processing, file management, email, transcription or data entry.	A general understanding of mixed methods research is essential; strong organizational skills; ability to work independently; capable of website , design and updating - including the knowledge of various content management systems.	Research Assistant	\$15.30	56	PSAC Research Capacity
Laura Forsythe	Faculty of Education	lforsythe@uwinnipeg.ca	Metis Education Assistant	The Metis Education Assistant will support the Metis-specific research and community outreach in the Faculty of Education under the supervision of Laura Forsythe with special projects, outreach activities, organizing and participating in special events (i.e. Mawachihitaaq, Metis Awareness Mondays, etc.), and conducting research.	The selected candidate will be required to perform general duties, including coordinating meetings between Metis scholars, students, organizations, and governing bodies and correspondence. In addition, they would be expected to undertake data entry projects and assist in virtual and in-person events surrounding Metis education. Finally, as a research component, they would conduct research, communicate with students, and assist in sharing circles in a series of research projects.	Must have strong organizational skills, relate well to the public, be a self-starter, and have experience in the Metis community. Assistants will be expected to exercise sound judgment when responding to phone and email inquiries, and close attention to detail will also be required for this position. Must have Microsoft Word, Excel, and social media.	Research Assistant	\$15.30	8	PSAC
Carolyn Garland	Faculty of Graduate Studies	c.garland@uwinnipeg.ca	Graduate Studies Communications Assistant	The Graduate Studies Communications Assistant supports the Faculty of Graduate Studies' efforts to promote and raise the visibility of graduate programs, news, research, and events. They act as a liaison between the Faculty of Graduate Studies and graduate programs to gather and promote graduate studies news and events. The position mainly involves the development of promotional materials (blog posts, social media posts, web copy, posters), but also requires light research on graduate programs and best practices, and administrative work such as updating forms. Though this position is in-person, a portion of the work may be done remotely.	•Initiates and continues contact with graduate faculty, graduate students, and alumni for contributions to the graduate studies blog, and contributes to the development of the blog posts •Designs social media posts - including copy and imagery - for the promotion of graduate studies news and events •Assists in the development, design, and implementation of social media campaigns. •Posts social media content to platforms including X (Twitter), Facebook, and Instagram. •Collaborates with Faculty of Graduate Studies Staff to develop copy, visuals, and content for digital and printable deliverables •Collaborates with Grad Student Ambassadors on the promotion of graduate student events •Reviews the Faculty of Graduate Studies' website for accuracy and suggests improvements to the web design, including re-writing and editing web content •Assists with the planning and promotion of the Three-Minute Thesis Competition. •Performs light research on graduate programs, news, and best practices for social media and web	•Ideally a returning graduate student, the candidate has a general understanding of graduate school and grad student life •The candidate is a strong writer and can adjust the tone and style of writing for the intended platform and audience •The candidate is proficient with computers and well-versed in the use of social media platforms (X, Facebook, and Instagram) •The candidate is outgoing and can engage with a variety of audiences in a friendly and professional manner •Experience using graphic design software (Canva, Adobe InDesign, Adobe Express, Figma, etc) is preferred but not required. •Strong organizational skills •Strong proofreading skills	OA3	18.74-26.01	64	AESES
Kristi Kenyon	Human Rights	kr.kenyon@uwinnipeg.ca	Research Assistant on Courts and Health	This position involves supporting a research program examining the ways in which innovative courts can have a position impact the health of those who come before them. The current focus is on Vancouver's Downtown Community Court.	Duties include: 1) assistance with the scoping of existing literature and the identification of gaps, 2) Summarizing and synthesizing literature and primary data, 3) Coordinating meetings and taking notes, 4) assisting with grant applications (data entry, proof reading, background research), 5) Doing research (with training and guidance) into: funding opportunities and opportunities for research dissemination.	1) Minimum of 3rd year standing 2) academic background in human rights and/or criminal justice (both would be ideal) 3) completion of the Tri-Council online ethics tutorial 4) strong writing skills and excellent time management. This position requires a high level of professionalism, discretion and confidentiality. Experience with qualitative research methods (including interviewing, coding and data analysis) is an asset.	Research Assistant	\$15.30	56	PSAC Research Capacity