



Effective January, 2017, all positions for Markers, Tutors, Lab Demonstrators and Teaching Assistants (“PSAC-AC Positions”) require posting.

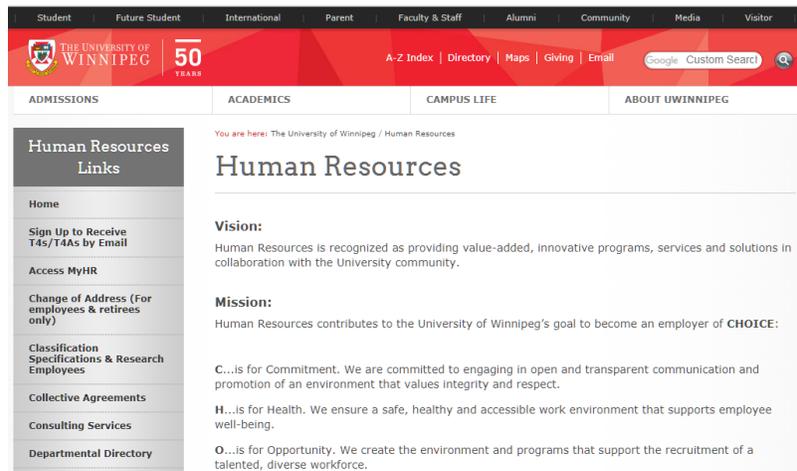
All jobs are posted on a new jobs page, set up specifically for this work, <http://jobs.uwinnipeg.ca>. Summary lists of postings should also be posted to available bulletin boards but all applications must be completed through <http://jobs.uwinnipeg.ca>.

Note: unlike Right of First Refusal, all positions are posted regardless of whether a candidate may have priority to the position.

The application process for candidates is very similar to other online job application systems and includes the ability for a candidate to include references, preferences and supporting documentation.

If you have any questions regarding the new jobs page, please contact Human Resources through jobpostings@uwinnipeg.ca.

2. To request a posting for PSAC-AC, please access the University of Winnipeg HR page, <http://hr.uwinnipeg.ca>

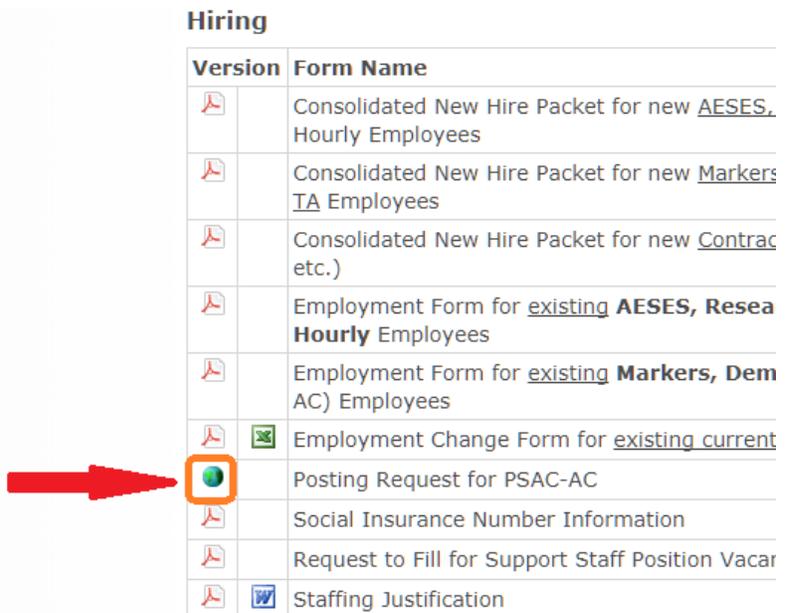




3. Locate the Forms section on the left menu bar”



4. Locate the “Hiring” Section of the forms and click on the globe beside “Posting Request for PSAC-AC”





5. Please take a moment to complete the form. Where possible, instructions or clarifications have been provided.

Note, for the section "Additional Requirements?" please notate any specific requirements you have for this position. For example, if you require a minimum GPA, or if the candidates must have completed a previous course.

If you have questions about what to enter in this section, please contact jobpostings@uwinnipeg.ca for assistance.

The screenshot shows the 'PSAC-AC Posting Request' form. The form fields are: Name (with a dropdown arrow), Your E-mail Address, Work Type (with a dropdown arrow), Course Name and Number, and Additional Requirements (a large text area). Below the form is a 'Multiple Sections?' checkbox. The sidebar menu includes: Home, Sign Up to Receive TAs/TAs by Email, Access MyHR, Change of Address (For employees & retirees only), Classification Specifications & Research Employees, Collective Agreements, Consulting Services, Departmental Directory, Employment, Employee Benefits, Forms, Health and Safety, and Holidays.

6. When you have entered all the relevant information, please click "Continue"

You will be asked to verify your submission, and finalize.

The screenshot shows the 'Details for HR' section. It features a large, empty text box for entering details. Below the text box is a 'Continue' button. A yellow arrow points from the bottom right of the text box to the 'Continue' button.

7. You will be asked to confirm your posting submission. If everything is correct, please click "Submit". If corrections are needed, please click "Previous".

The screenshot shows a table with the following data:

Multiple Sections?	NO
Start Date?	Oct 30, 2017
End Date?	Dec 25, 2017
Minimum Hours?	0
Expected Hours?	213
Number of Employees?	1
Open Date?	Oct 25, 2017
Close Date?	Nov 01, 2017

Below the table are two buttons: 'Submit' and 'Previous'. A yellow arrow points from the bottom right of the table to the 'Previous' link.



8. If you see this message, your position has been successfully submitted to HR for posting.

You will also receive an email copy for your records.

If you need to create another posting, a "Click Here" link has been provided for your convenience.

Success! Your submission has been saved! to create another request, please [click here](#).

9. At this point, a representative from Human Resources may contact you to finalize any details regarding your posting (if any). If there are no questions about your posting, HR will post your position to <http://jobs.uwinnipeg.ca> and send you an email confirmation, including a link to your posting.

Jobs

To view jobs in a specific department, please choose the department name from the "Location" box below and click the small blue magnifying glass

Show 10

Job	Title	Location	Closing Date	
PAC000343	POL-3255 Liberals, Marxists, and Anarchists Marker	Political Science	Nov 17, 2017	Details
PAC120356	Math and Science Tutoring Centre Tutor	Math & Science Tutoring Centre		Details
PAC120501	SPAN-2109-001 Advanced Intermediate Spanish I Marker REPOST	Modern Languages and Literatures	Nov 10, 2017	Details
PAC120503	GEOG-1202L: Lab for Introductory Earth Science Marker	Geography	Nov 06, 2017	Details
PAC120504	ENV-3035 Law and the Environment Teaching Assistant	Environmental Studies	Nov 06, 2017	Details

10. To view only Marker jobs, you can use the Category Filter. To view jobs in a specific department, use the Location filter.

Filters

All Categories

All Locations

Jobs

To view jobs in a specific department, please

Show 10

Job	Title
PAC000343	POL-3255 Liberals, Marxists, an
PAC120356	Math and Science Tutoring Cent



11. To view the details of a position, click on the title of the position.

Show 10

Job	Title	Location
PAC000343	POL-3255 Liberals, Marxists, and Anarchists Marker	Political Science
PAC120356	Math and Science Tutor / Centre Tutor	Math & Science Tuto
PAC120501	SPAN-2109-001 Adv... Intermediate Spanish I Marker REPOST	Modern Languages & Literatures
PAC120503	GEOG-1202L: Lab for Introductory Earth Science Marker	Geography

12. Each posting has a specific close date. When your close date has passed, Human Resources will send you an email with the Resume/CVs, Cover Letters and other supporting documents supplied by the candidate.

POL-3255 Marker (3124)

Description

Academic Capacity 1 (Marker)

In these positions, Employees are responsible for supporting the Immediate Supervisor in instructional activities, course-related or otherwise.

These are job(s) requiring moderate skills and judgment. Employees in this classification work with a moderate level of supervision and with the Immediate Supervisor's guidance, may perform a few of the representative duties or perform a specific function. The Employee will be informed by the Immediate Supervisor of the guidelines and limitations placed on them in completing their assigned duties.

Representative Duties and Responsibilities:

- Meets with the Immediate Supervisor responsible for the course(s)/laboratories, for the purpose of orientation and receiving guidelines for grading and marking assignments and for providing written feedback to the students
- Required to attend training related to the assigned duties and responsibilities (e.g. WHMIS training, first aid training, etc.)
- May mark work submitted by students under the supervision of, and in accordance with the

Company
University of Winnipeg

Location
Political Science

Opening Date
Sep 05, 2017

Closing Date
Nov 17, 2017

Starting Date
Jan 08, 2018

If you have any questions regarding this posting process, please contact HR at jobpostings@uwinnipeg.ca