



Effective April 1, 2019, Research Assistant, Senior Research Assistant, Research Associate and Senior Research Associate position vacancies must be posted. (PSAC-RC Positions)

Human Resources will post all PSAC-RC position vacancies on its Employment webpage using an online applicant tracking system which allows candidates to apply directly online and include their resume, cover letter and any additional required supporting documentation.

Vacancies can be found at: <https://www.northstarats.com/University-of-Winnipeg>

If you have any questions about the posting process, please contact Erin McCarthy at e.mccarthy@uwinnipeg.ca.

<p>1. To request a posting, please visit the HR webpage at: http://hr.uwinnipeg.ca</p>	
<p>2. On the left-hand menu bar, click on the Forms link</p>	

3. Locate the “Pre-Hire Forms” Section

Click on the globe beside “Posting Request for PSAC-RC”

Pre-Hire Forms


Version	Form Name
	Request to Fill for Support Staff Position Vacancy
	Staffing Justification
	Foreign Academics Recruitment Summary
	Labour Market Impact Assessment (LMIA) - Checklist of Procedures for Hiring Non-Canadian
	Guide to Posting for PSAC-AC Positions
	Posting Request Form for PSAC-AC
	New! Posting Request Form for PSAC-RC (Research Assistants and Sr. Research Assistants)



4. Complete the form in as much detail as possible.

Please note all fields indicated with an asterisk are mandatory.

If you have questions about what to enter in these sections, contact your Human Resources Consultant directly.



Research/Sr Research Posting Request (PSAC-RC)

The new collective agreement between the PSAC and the University requires that most positions be posted. For a list of exceptions, please refer to the collective agreement.

If you have any questions during this process, please contact your Human Resources Consultant.

* Required

1. Name of Requestor *

This will ensure that we are contacting the correct person if there are any questions.

2. Your Email Address *

We will use this email address to contact you regarding this posting.

5. Once all relevant information has been entered, please click “Submit”

6. Desired Position Classification *

There are several different classifications available based on the nature and level of responsibility of the work. For assistance determining the correct classification, please refer to the Human Resources web page.

Research Assistants are students, normally in a University of Winnipeg undergraduate program, employed to assist with tasks related to research in the student's area of study.

Senior Research Assistants are graduate students, or University of Winnipeg undergraduate students, employed to assist in the execution and evaluation of research projects in their area of study.

Please note, HR may contact you for additional information or clarification.

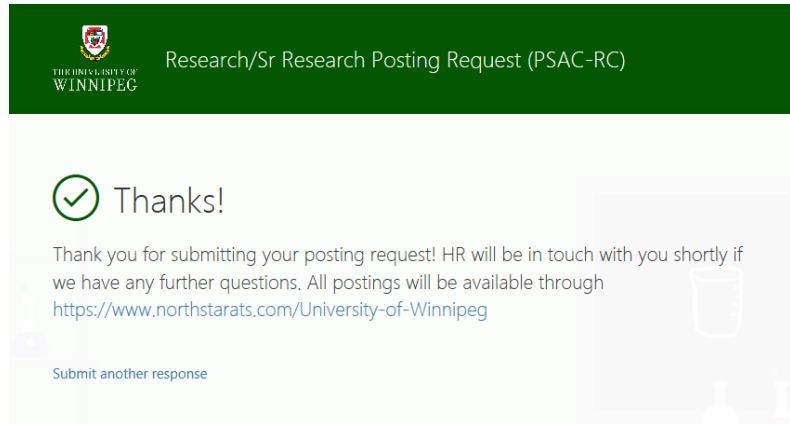
If you need to post for a Research Associate, please contact your Human Resources Consultant.

Submit

6. You should see a message confirming that your posting request has been successfully submitted to HR.

You should also receive a confirmation email.

If you do not receive a confirmation message or email, please contact Human Resources.



7. Once the request is received in HR, a posting will be created and posted online: <https://www.northstarats.com/University-of-Winnipeg>.

If any information is missing or unclear, HR will contact you prior to posting to confirm the details.

HR will send you a confirmation email once your position is posted online. This email will also include your login information and a guide on using our online system.



8. To view your posted position, click on Research Support and all available positions will be displayed below.



9. To view the position details, click on the position title.

At any point, you can log into the online system to view applications and review the applicants' cover letters, resumes and other supporting documents.



THE UNIVERSITY OF
WINNIPEG

Login Technical Support

Welcome! As a **first time user** of our electronic application system, please **create a candidate profile**.

To view current employment opportunities, please click on an area of interest below:

Faculty

Staff

Senior Executive

Research Support

Research Assistant, Visual Culture of Ghost Photographs **NEW**

Collegiate Instructors

English Language Program Instructors

Please log in above to apply for an opportunity.



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