

Student Engagement and Program Support

At the **University of Manitoba** our strength lies in our community — individuals who are driven by curiosity and work together to shape a better world.

Our commitment to discovery encompasses everything we do; from the education we offer students to the workplace we offer staff. Experience top benefits, world-class facilities and a community that inspires one another to carve their own path.

Recognized as one of Manitoba's Top 25 Employers for the seventh consecutive year and one of Canada's Best Diversity Employers, the U of M is ready to help you take the next step in your career!

The role:

The Student Engagement and Program Support position provides administrative support, student engagement and event planning to the Indigenous Business Education Program (IBEP) within the I.H. Asper School of Business.

The position acts as the primary contact for the unit, providing reception and clerical support to staff, including organizing and ensuring the completion of various routines. They are responsible for developing, planning and coordinating monthly community-building and cultural events for IBEP students and special events throughout the year.

The qualifications and experience we're looking for:

- Completion of a formal training program in a related discipline from a recognized institute, plus three years of directly related experience.
- Previous experience working with Indigenous organizations and communities is essential.
- Previous experience working with University systems (FAST, CONCUR, EPIC, P-Card) is preferred.
- Experience in a client/student-facing role preferred. Experience planning small to medium sized events.
- Fluency in an Indigenous language would be an asset.
- Preference will be given to candidates of Indigenous ancestry.

Why the University of Manitoba?

Along with being one of Manitoba's top employers, we are proud to provide a collaborative and enriching work environment. In addition to a strong compensation package with a competitive salary, the University provides an exceptional workplace that includes:

- Competitive vacation time.
- Comprehensive group benefits program and pension plan.
- Access to the university's state-of-the-art fitness facilities.
- Employee and Family Assistance Program.
- A full spectrum of professional development opportunities.

Ready to take the next step in your career? Apply today through the University of Manitoba's career portal, UM Careers where you will find the full job specification:
https://viprecprod.ad.umanitoba.ca/DEFAULT.ASPX?REQ_ID=08609

As a position designated for candidates of Indigenous Ancestry, the successful candidate will be First Nation, Metis and/or Inuit. Candidates are asked to self-declare at the time of application.

Closing Date: September 3, 2019

Applications will only be accepted if you apply on UM Careers.

The University of Manitoba is strongly committed to equity and diversity within its community and especially welcomes applications from women, racialized persons, Indigenous peoples, persons with disabilities, persons of all sexual orientations and genders, and others who may contribute to the further diversification of ideas. All candidates must be legally entitled to work in Canada.

If you require accommodation supports during the recruitment process, please contact U of M's Diversity and Inclusion Facilitator, Valerie Williams at 204-474-8371.

Application materials, including letters of reference, will be handled in accordance with the protection of privacy provisions of "The Freedom of Information and Protection of Privacy" (Manitoba). Please note that curriculum vitae will be provided to participating members of the search process.