



University of Manitoba Human Resources Department

Schools on Board Coordinator (Administrative Assistant 1) (Vacancy Number: 500-222-10)

Posted: August 20, 2010.

[Application forms](#) are available to download and print on your own computer. Please read the [Application Procedures](#) before applying for a position.

Department Contact Information:

Email enquiries: guy_beaudry@umanitoba.ca
 Return Applications to: Guy Beaudry
 Finance and Budget Officer
 Rm 440 Wallace Building
 University of Manitoba
 Winnipeg, MB R3T 2N2

Posting Information:

Employee Group: AESES
 Classification: Schools on Board Coordinator (Administrative Assistant 1)
 Dept./Faculty: Environment & Geography, Clayton H. Riddell Faculty of Environment, Earth, and Resources
 Type of Position: Existing grant funded Continuing
 Hours of Work: 35 hours per week
 Wage or Salary: \$41,368.60 - \$52,452.40 per annum
 Start Date: October 4, 2010
 Probation or Trial Period: 840 hours worked
Applications to be Received by: 4:00 p.m., September 10, 2010

Qualifications:

Undergraduate degree in a related field plus one year of directly related administrative experience. An acceptable equivalent combination of education and experience may be considered. Must have an understanding of climate change and Arctic Sciences. Familiarity with the University's financial and administrative policies and procedures is preferred. Must have strong verbal and written communication and public relations skills. Must have strong planning, organizational, management and team-building skills and ability to work

independently. A good working knowledge of verbal and written French is an asset.

Representative Duties:

Position Number: KV548

Schools on Board is an outreach educational program for ArcticNet. Its goal is to increase awareness of the issues, research activities and opportunities related to the Canadian Arctic. The objectives of the program are to introduce young Canadians to an exciting field of study and inform the public of the critical research being conducted in the North. The program provides a valuable outreach mechanism for the University of Manitoba, in particular, the role of the University of Manitoba in the Network of Centres of Excellence program known as ArcticNet.

1. Develop a network of Canadian high schools willing to promote the study of Arctic sciences through their science curricula.
2. Facilitate partnerships between Canadian high schools and research groups in the NCE university-based research network and its partners.
3. Develop and implement a funding plan; investigate granting and sponsorship options; and manage both income and expense accounts related to the program. Ensure all necessary waiver forms and safety procedures are followed.
4. Oversee space allocation to schools and student selection to the Field Program.
5. Communicate with schools, funding agencies and research groups across the country including the North. Develop working relationships with CEOS and its Arctic research partners.
6. Develop a pre-trip resource manual, a student handbook specific to each field program, and a comprehensive program plan/itinerary.
7. Coordinate the delivery of the educational program and develop evaluation tools for the program. Implement program evaluation and changes and prepare a final report for each field program.
8. Assist ArcticNet researchers planning school visits in northern communities and develop and update a public relations package.
9. Assist in developing and updating web information for the program and promote the program through conferences and other related opportunities such as workshops, professional development days, presentations to parent councils, meetings with school boards, etc. and respond to media requests.
10. Responsible for the day-to-day management and administration of all operating, income and grant funds associated with the Schools on Board program, including monthly reconciliation of accounts and Visa purchasing and travel cards.
11. Perform other related duties as assigned or required.

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The University of Manitoba encourages applications from qualified women and men, including members of visible minorities, Aboriginal peoples, and persons with disabilities. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. International students registered in degree programs are eligible to apply for full- or

part-time short term employment.

The University appreciates the interest of all applicants, however, only those under consideration will be contacted.

Questions? Contact the [HR Department](#) at (204) 474-9552.

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