



UNIVERSITY
OF MANITOBA

Faculty of Graduate Studies Summer Employment Opportunity

The Faculty of Graduate Studies is seeking a student for full-time summer employment from June to September.

All applications should include a resume and cover letter (student history is optional) and should be sent directly to Jay Doering at Jay.Doering@ad.umanitoba.ca no later than Sunday, June 10, 2012 at midnight.

Job Description:

A. Website

1. Create and manage content for the Faculty, using HTML and appropriate CSS when necessary.
2. Work with departments and internal Faculty units to develop and post PDF forms, applications, and related documents.

B. Communications

1. Manage all projects related to PR initiatives and strategies.
2. Responsible for print and electronic publications for the Faculty, including website, promotional and informational materials.
3. Arrange printing of promotional and informational materials, and liaise with printers, photographers, and graphic designers as appropriate.
4. Implements internal communications materials (e.g. letterhead) in accordance with University Graphics standards.
5. Responsible for Faculty correspondence with graduate students and appropriate graduate program contacts, including Graduate Chairs, Department Heads, and Deans.

C. Database and Statistical Analysis

1. Design SQL queries to retrieve data from the ODS for trend analysis and graduate program management, and for reports to the Dean and Associate Deans of the Faculty.
2. Manage and provide first-contact support for internal databases including graduate student awards, application review database (linked to Banner), and program contact information.

D. Other

1. Other duties as required or assigned.