

PSAC (Public Service Alliance of Canada) Posting Procedures

Vacancy Posting Procedure

The PSAC vacancy template can be found on the Human Resources website at <http://www.brandonu.ca/hr/forms/>. It is important to use the current template found on this webpage and do not keep older versions of the template in your N: drive.

As per Article 11.03 all vacancies will need to include the following information: date of posting, job title, classification, job duties (*be sure to include the wording “and other related duties as assigned”*), required qualifications, title and course number (where applicable), estimate of the number of positions available, hours of work, estimated total hours of work per appointment, application deadline and procedure for submitting applications, starting date, salary, hiring department, and length of appointment. Remember all vacancies need to be posted for a minimum of **7 calendar days**.

Email the draft posting to Human Resources before distributing it so that we can verify the posting contains all the necessary information. You can email the posting to cruisea@brandonu.ca. Once verified and approved, you can continue with the distribution of the posting.

To distribute the posting, email the approved posting to BU Students listserve, copying the PSAC local President at swubupres@gmail.com. The vacancy also needs to be posted to the Brandon University website at <https://www.brandonu.ca/jobs/> .

Posting to Brandon University Website

Go to the Employment Opportunities page at <https://www.brandonu.ca/jobs/>

HUMAN RESOURCES

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- ▶ Accessibility
- ▶ Administrator's Tools
- ▶ Benefits
- ▶ Collective Agreements
- ▶ **Employment Opportunities**
- ▶ Exempt Staff Handbook
- ▶ Forms
- ▶ Holiday Schedule
- ▶ Learning & Development
- ▶ Pandemic Response
- ▶ Payroll
- ▶ Policies & Procedures
- ▶ Recruitment
- ▶ Retirement
- ▶ Staff Listing
- ▶ Workplace Wellness

CONTACT US

Human Resources
Room 337, Clark Hall
270 - 18th Street
Brandon, Manitoba
R7A 6A9

Phone: (204) 727-9782
Fax: (204) 726-1957
Email: hr@brandonu.ca

Payroll
Phone: (204) 727-9705
Email: cloetl@brandonu.ca

Monday to Friday
8:30am - 12:00pm
1:00pm - 4:30pm

Brandon University » Human Resources » Employment Opportunities

Employment Opportunities

Brandon University is a leader in providing high quality education in arts, sciences, education, music, and health studies. Based in southwestern Manitoba, Brandon University also offers pre-professional and Masters programs, as well as innovative and award-winning outreach programs in a personalized learning environment.

Brandon University is committed to supporting accessibility and to creating an inclusive and accommodating workplace. Consistent with this commitment, we welcome applications from all individuals, including those with disabilities who may require an accommodation at any stage of the recruitment process. Our intention is to reduce barriers that applicants may experience throughout the selection process. Should you require assistance, please indicate your need for an accommodation in your cover letter or by sending an email to hr@brandonu.ca. All applications will be granted fair and equal consideration during the recruitment process.

We thank all applicants for their interest and effort in applying for this position and advise that only candidates selected for interviews will be contacted. Short-listed candidates are expected to provide credentials at time of interview. All qualified candidates are encouraged to apply, however Canadians and permanent residents will be given priority.

Please note: Successful candidates will be expected to be available to work on campus, and will be required to provide proof of vaccination in accordance with Brandon University's [PDF COVID-19 Vaccination Policy](#).

AVAILABLE POSITIONS

- ▶ [View all open positions](#)

RELOCATING TO BRANDON

- ▶ [City of Brandon](#)
- ▶ [Economic Development Brandon](#)
- ▶ [BU Early Learning Centre Inc. \(Day care\): \(204\) 725-0968](#)

APPLICATION FORM

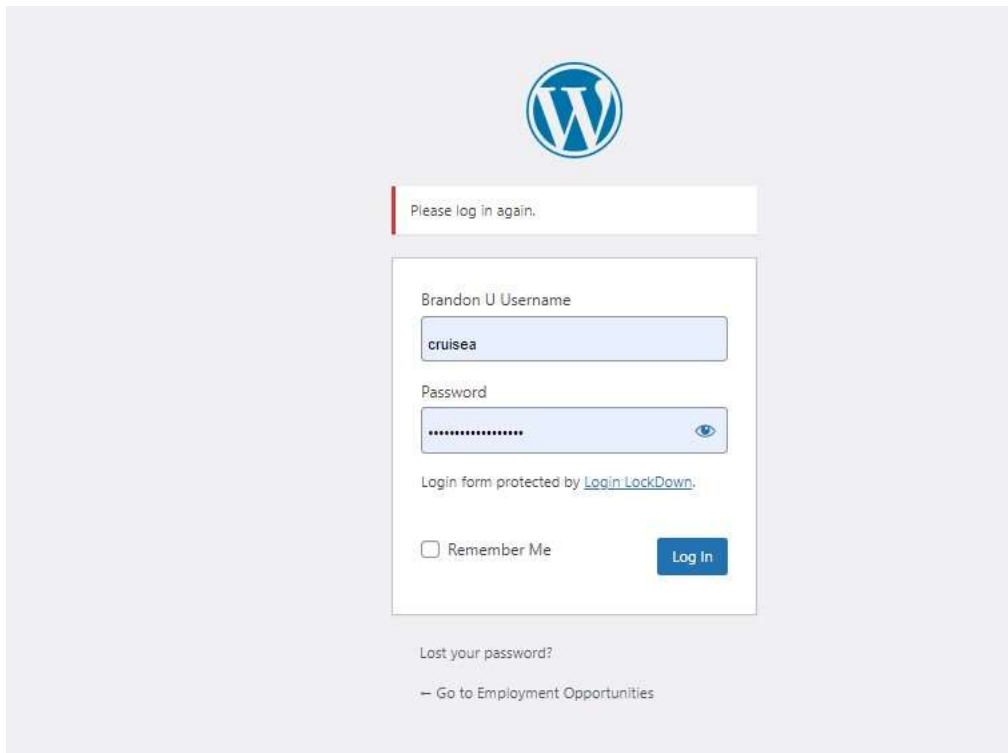
- ▶ [PDF Application for Employment \(fillable\)](#)

OTHER EMPLOYMENT LINKS

- ▶ [BU Career Planning and Placement](#)
- ▶ [City of Brandon](#)
- ▶ [Government of Manitoba](#)
- ▶ [Government of Canada](#)

© 2014-2022 [Brandon University](#) [Contact Us](#) [Emergency Info](#) [Accessibility](#) [Log In](#)

Click on **Log in** found at the bottom right corner. Sign in using your network username and password. Contact HR if you cannot log in as your access may not be activated.



Once logged in, under the heading of “Available Positions”, click on *View all open positions*.

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ADMIN TOOLS

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- ▶ [City of Brandon](#)
- ▶ [Government of Manitoba](#)
- ▶ [Government of Canada](#)

Once on the Employment Opportunities – Open Positions page, there will be a listing of all vacant positions. On the left side under Admin Tools, Click on **Edit this Page**

EMPLOYMENT OPPORTUNITIES

- ▶ Employment Opportunities - Open Positions
- ▶ Application Form (not required for Faculty positions)

CONTACT US

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ADMIN TOOLS

- ▶ Edit this page
- ▶ Admin pages

Brandon University » Employment Opportunities – Open Positions

Employment Opportunities – Open Positions

Academic Positions

- ▶ [Assistant Professor, One Year Term, Department of Curriculum and Pedagogy, Faculty of Education](#)
- ▶ [Assistant Professor, One Year Term, Department of Educational Psychology and Student Services, Faculty of Education](#)
- ▶ [Full-time, Probationary Tenure-Track position, Department of Psychiatric Nursing \(Winnipeg\), Faculty of Health Studies](#)

Student (PSAC) Positions

- ▶ [Research Assistant III – Political Science](#)
- ▶ [Level III Student Marker – Faculty of Arts](#)
- ▶ [Group Tutor, PENT Program – Faculty of Education](#)
- ▶ [STUDENT ORIENTATION COORDINATOR – PENT PROGRAM](#)
- ▶ [Student Assistant II – Social Media Assistant](#)
- ▶ [Student Assistant III – IPC Anatomy & Physiology](#)

NOTE:

Applications are to be sent to the **specific email address listed on the posting** to avoid missing the submission deadline. As indicated in the posting, your email must quote the vacancy number. Send only one application per vacancy.

Should you require a different method to submit your

Under **Jobs**, click on the **Add New** button

My Sites Employment Opportunities + New

Dashboard

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Pages

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Jobs

Jobs

Add New

Job Types

Profile

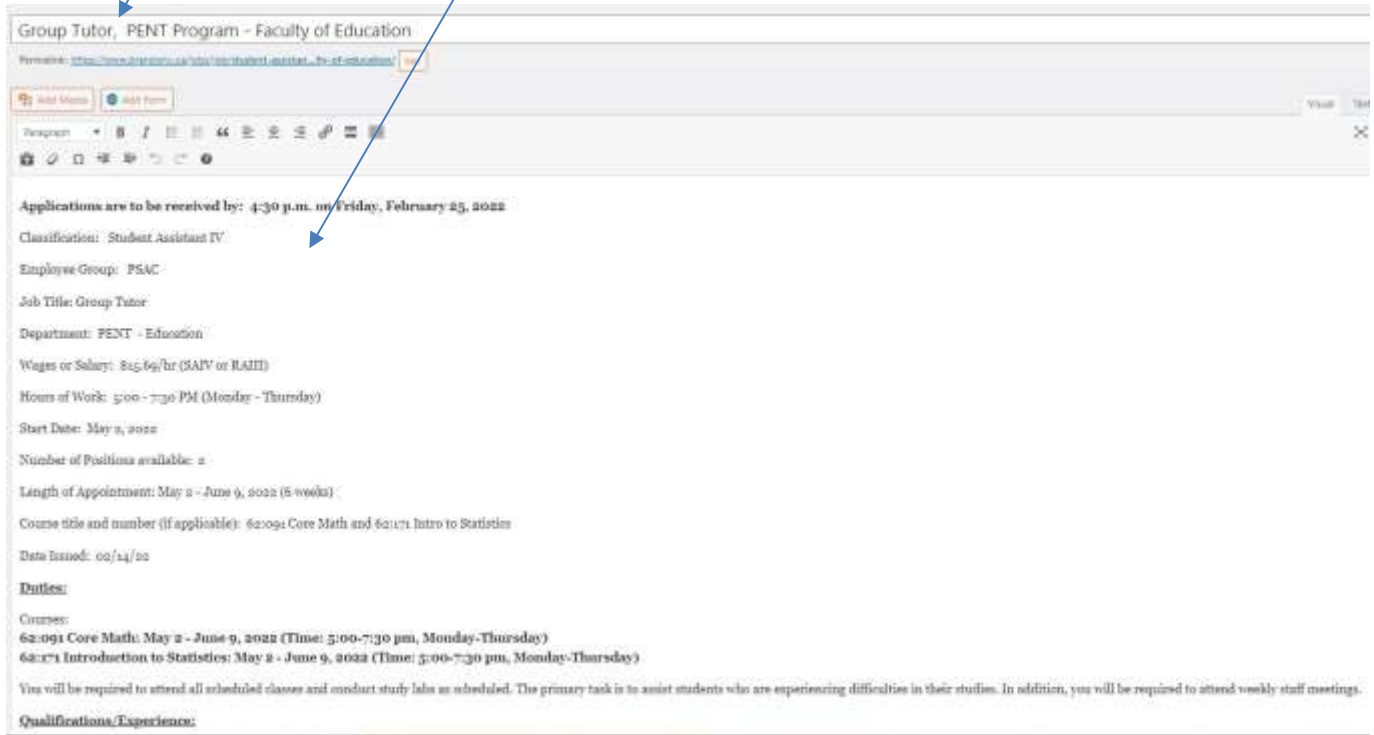
Jobs **Add New**

All (1,638) Mine (269) Published (23) Drafts (1,638) Pending (2) Private (5) Trash (2)

Bulk Actions Apply All dates Filter

<input type="checkbox"/>	Title	Author	Job Types
<input type="checkbox"/>	Lab Marker III, Faculty of Science – Draft	Andrea Cruise	–
<input type="checkbox"/>	Career Planning Services Student Assistant	Suzanne Lefain	Student Services
<input type="checkbox"/>	Group Tutor, PENT Program – Faculty of Education	gavriib	PENT

Add your title and copy your vacancy information into the blank box.



Group Tutor, PENT Program - Faculty of Education

Applications are to be received by: 4:30 p.m. on Friday, February 25, 2022

Classification: Student Assistant IV

Employee Group: PSAC

Job Title: Group Tutor

Department: PENT - Education

Wages or Salary: 845.69/hr (SAIV or RAIII)

Hours of Work: 5:00 - 7:30 PM (Monday - Thursday)

Start Date: May 2, 2022

Number of Positions available: 2

Length of Appointment: May 2 - June 9, 2022 (8 weeks)

Course title and number (if applicable): 621091 Core Math and 621171 Intro to Statistics

Date Issued: 02/14/22

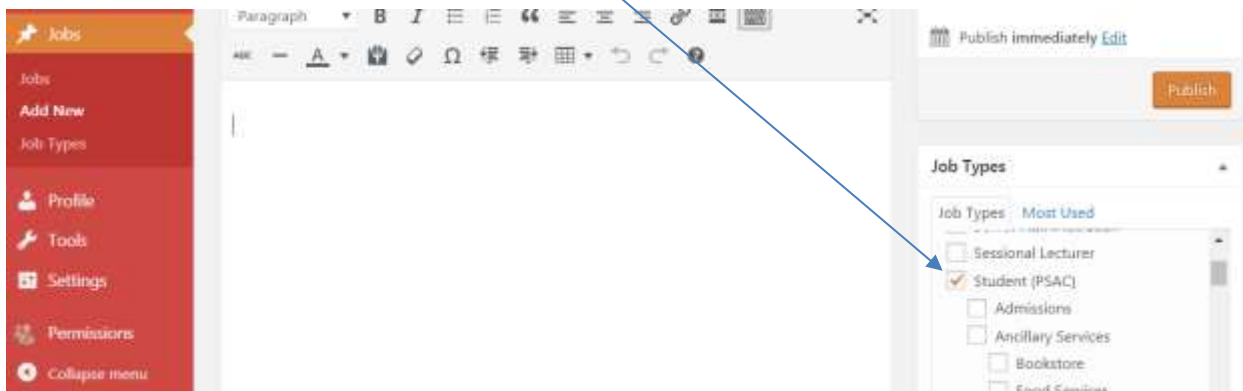
Duties:

Courses:
621091 Core Math: May 2 - June 9, 2022 (Time: 5:00-7:30 pm, Monday-Thursday)
621171 Introduction to Statistics: May 2 - June 9, 2022 (Time: 5:00-7:30 pm, Monday-Thursday)

You will be required to attend all scheduled classes and conduct study labs as scheduled. The primary task is to assist students who are experiencing difficulties in their studies. In addition, you will be required to attend weekly staff meetings.

Qualifications/Experience:

On the lower right hand side, check the **Student (PSAC)** box



Jobs

Jobs

Add New

Job Types

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Publish

Job Types

Job Types: Most Used

- Sessional Lecturer
- Student (PSAC)
- Admissions
- Ancillary Services
- Bookstore
- Food Services

Beneath **Job Types**, you will find **Post Expirator**. Indicate that you want to Enable Post Expiration on the closing date at 4:30pm/16:30hrs and leave it to expire in Draft format.

Post Expirator

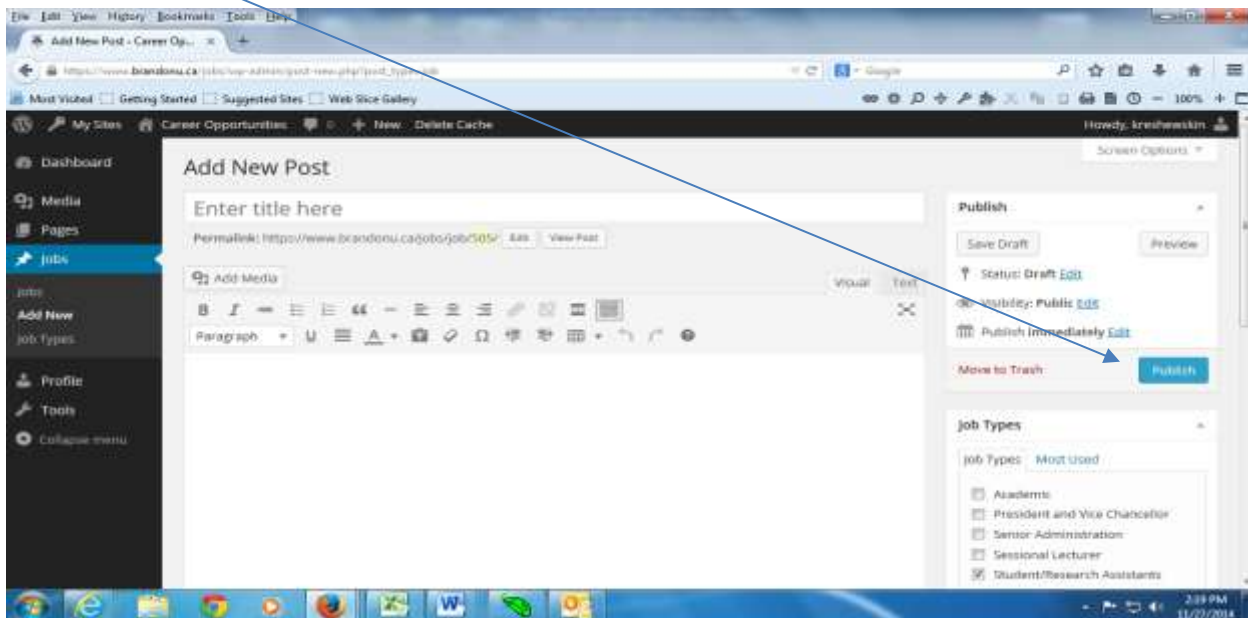
Enable Post Expiration

Year **Month** **Day**
2019 September 06

Hour(CDT) **Minute**
@ 13 18

How to expire:

Click on the **Publish** button to complete this process. You can now click the **Preview** button to view your vacancy. You can toggle back and forth to make changes. Any time you edit your work, remember to click on the **Publish** button so your changes go live.



How Do I set up an employee on EmpCenter?

Box #1 of a Payroll Information Time Sheet (PITS) will need to be completed, signed appropriately and forwarded onto Payroll who will set up the employee on EmpCenter as well as the delegation so hiring supervisors can have access to the employee's time sheet. The PITS goes directly to Payroll.

How does the employee log onto EmpCenter?

Students will be able to log onto EmpCenter using their student email and password. If they are not a registered student, Payroll will work with Information Technology Services to have an account created for the employee. This information will be shared with the hiring supervisor.

The hiring supervisor will use their network username and password to log onto EmpCenter to approve their PSAC member's timesheets. Failure to log in and approve timesheets will result in missed or delayed pay for the member.