

WORK STUDY PROGRAM PROPOSAL POSTING PROCEDURES

STEP 1

Please print off these instructions and use them as a guide while filling out the form.

STEP 2

Please download the Work Study Program JOB POSTING form available on our website. Save this Word document to your computer using your 4 letter department code. Each proposal will require a separate form.

Please name the file using the 4 letter department code, followed by your surname. If you are submitting multiple forms, please name the file using the 4 letter department code, followed by your surname, followed by a sequenced number.

For example, Athletics and Recreation would be:

ATRS_Jones_1

ATRS_Jones_2

ATRS_Jones_3

STEP 3 – FILLING IN THE FORM

JOB TITLE:

Use the 4 letter department code, followed by job title and department name in brackets

For example:

ATRS – Events Promotions Manager (Athletics and Recreation)

Our department will fill in the # (job number) once the funding has been allocated, and the ranking of positions received.

JOB DESCRIPTION

This is a free text box for job description details

QUALIFICATIONS

This is a free text box for qualification details.

JOB LOCATION ON-CAMPUS

For example: Clearihue Building Room A123

WORK STUDY WAGE

\$10.00/hour

Should your department choose to top up the Work Study wage from their own budget, please indicate the top up amount in the space provided (for example: \$5.00/hour)

HOURS

Please provide the number of Work Study hours requested for this position. Minimum of 100 hours to a maximum of 340 hours.

HOW TO APPLY

For example:

Cover Letter and Resume to:

Maria M. Ferreira
Student Awards and Financial Aid
University of Victoria
PO Box 3025 STN CSC
Victoria BC V8W 3P2

Or

Via Email to mariaf@uvic.ca

STEP 4

Once you are happy with your draft, please save and print. You will need to submit all Work Study Program proposal drafts, along with your completed and signed Contract for Work Study Supervisors, to the Head, Chair, or Director of your department for ranking before June 10, 2011.

STEP 5

Once your proposal has been ranked, the Department Head/Chair/Director will forward all proposal submissions, signed Supervisor Contracts and the Proposal Priority Ranking sheet to Student Awards and Financial Aid office, no later than June 24, 2011.

STEP 6

Please send your completed Work Study Proposal Job Posting forms in Word format, via email, no later than June 24, 2011 to mariaf@uvic.ca

STEP 7

Student Awards and Financial Aid will review and assess all proposals. Departments will be advised of their allocations by Memo in mid August. Once all proposal details are finalized, the templates will be modified by our department (if necessary) and converted to PDF format. The postings will then appear on our website September 7, 2011.