

**WORK STUDY PROGRAM
2021/2022
STEP BY STEP PROPOSAL POSTING PROCEDURES**

STEP 1

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

STEP 2

**PLEASE USE THE 2021/2022 JOB POSTING TEMPLATE.
job postings submitted on a previous year template will not be accepted**

Please download the WS job posting template, available on our website, under 'forms'. 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

For example:

ATRS Events Promotions Manager

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

\$16.00/hour (this includes 4% vacation pay)

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). This field is optional and you may delete it, if it does not apply to you.

HOURS

Please provide the number of Work Study hours requested for this position.
minimum 100 hours to 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 wstudy@uvic.ca

STEP 4

Are you happy with your posting ? If so, please save.

STEP 5

Download the 2021/2022 WS Supervisors Contract available on our website, under 'forms'.
Please read it carefully. Sign and save as **WS SURNAME contract.doc** or **.pdf**

For example: **WS FERREIRA contract.doc** or **WS FERREIRA contract.pdf**

Submit your job posting(s) and contract by email to the department head for ranking.

STEP 6

Once the department proposals have been ranked, the department head will forward the Proposal Priority Ranking, all job postings and all signed supervisors' contracts, by email to wstudy@uvic.ca
Hard copies are not required.

The deadline for proposal submission is **June 7, 2021****

STEP 7

Student Awards and Financial Aid will review all department proposal submissions and determine funding allocations. Department heads will be informed of their funding allocations by email memo in mid to late 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 8, 2021.

NOTE**

Proposal submissions and/or requests for proposal revisions not submitted by the deadline date, of June 7, 2021 cannot be considered.