

**WORK STUDY PROGRAM
2025/2026
STEP BY STEP JOB POSTING PROCEDURES**

STEP 1

Use these instructions as a guide while filling out the form. The **deadline** for job proposal submission is **MAY 26, 2025**. Job postings submitted on the previous year's template or alternate format **will not** be accepted.

STEP 2

Download the 2025/2026 pdf fillable job posting template from our website, available under supervisor's forms.

Save the document to your computer using the 4-letter department code, followed by your surname.

For example: SAFA Ferreira 1

If you are submitting multiple job postings, please name the file using the 4-letter department code, followed by your surname, followed by a sequenced number. Each job requires a separate form.

For example: SAFA Ferreira 1
SAFA Ferreira 2
SAFA Ferreira 3

Job postings submitted on the previous year's template or alternate format **will not** be accepted.

STEP 3 – FILLING IN THE FORM

JOB TITLE:

Provide a title for your job.

Example: Communications Design Assistant

DEPARTMENT NAME:

Provide your department name.

Example: Student Awards and Financial Aid

CONTACT NAME:

Provide your first and last name.

Example: Maria Ferreira

JOB DESCRIPTION:

Provide a detailed job description. Limit the text to the box provided.

QUALIFICATIONS:

Indicate the necessary qualifications to fill the job. Limit the text to the box provided.

JOB LOCATION ON CAMPUS:

Choose the preferred job location by clicking the appropriate box.

HOW TO APPLY

How would you like to receive student applications ? Use the box provided to convey the details of your preferred method. Limit the text to the box provided. DO NOT INCLUDE A DEADLINE.

Example:

Resume and Cover Letter to:
Maria Ferreira
Student Awards and Financial Aid
Email: safa@uvic.ca

DEPARTMENT TOP UP

The 2025/2026 Work Study Program base wage is \$19.00/hour. Will you offer a top up ?
If yes, please indicate in the space provided. If not, skip ahead to the next question.

HOURS

Indicate the number of Work Study hours requested for this job.
Proposed jobs must be a minimum of 100 hours to maximum 340 hours

STEP 4

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

STEP 5

Download the 2025/2026 WS Supervisors Contract available on our website, under forms.

Carefully read each of the terms, sign and save using your 4 letter department code followed by your surname and the word, contract.pdf

For example: [SAFA Ferreira contract.pdf](#)

Submit your job posting(s) and contract by email to the department head for ranking. The department head can find the Job Proposal Priority List on our website under Information for department heads.

STEP 6

Once the department's proposed jobs have been ranked, the department head will forward the Job Proposal Priority List, all job postings and all signed supervisors' contracts, by email to mariaf@uvic.ca
Hard copies are not required.

STEP 7

Student Awards and Financial Aid will review all department job proposal submissions and determine funding allocations. Department heads will be informed of their funding allocations by email mid-to-late August. Once all job proposal details are finalized, the job postings will appear on our website on September 3, 2025

NOTE**

Job proposal submissions and/or requests for job proposal revisions not submitted by the deadline date of May 26, 2025 will not be considered.