2017-2018 Work-Study Timeline

April 17, 2017  Work-Study information for staff posted on WS website.

July 7, 2017    DEADLINE FOR PROJECT APPLICATIONS – 4:30 PM

July 7-21, 2017 Work-Study project selection committee meeting. Employers will be notified of project approval or denial.

August 15, 2017 Advertising and marketing to students. Work-Study Program arranges campus-wide poster distribution and online marketing. Posters and digital ads will be e-mailed to employers for displaying in and around their departments.

Students begin applying for Work-Study positions online via CareerCONNECT (uofmcareerservices.ca).

Students submit applications by the following dates:

Intake 1 application deadline:  September 12, 2017
Intake 2 (potential extension if unfilled positions):  Oct. 3, 2017
Intake 3 application (pending available funds)  December 2017

September 13-15, 2017  Student Applicant financial aid confirmation and GPA checks

September 18, 2017  Intake 1 student applications released to project supervisors on CareerCONNECT.

October 20, 2017  Students for fall intake (Intake 1 and 2) must be hired by this date and WS Authorization forms submitted to the Work-Study Coordinator. Students may obtain multiple offers, so we encourage employers to interview and extend offers early and consider more than one student for the position.

March 9, 2018  Jobs must end by this date – hours cannot carry over

March 16, 2018  Reimbursement forms must be submitted to the Work-Study Coordinator (forms will be sent to project supervisors in early March). Late forms beyond March 23rd will not be reimbursed in the current fiscal year.
Please note that this notice is for faculty and staff only; student information will be forthcoming.

Work-Study is a University of Manitoba subsidized program that aims to help students with high levels of financial need, by creating part-time, on-campus jobs for eligible students. Eligibility is based upon students having full time enrolment and proof of a current (2017-2018) government student loan or Indigenous band sponsorship within the regular session.

The Work-Study program helps students and staff of the University of Manitoba twofold; it allows financially disadvantaged students to gain employment and also allows the university to have qualified students working to enrich their department. If you are interested in hosting a Work-Study student in your department, please continue reading on how you may apply to become a Work-Study project supervisor.

Equity
The Work-Study Program, coinciding with the University of Manitoba, is strongly committed to equity and diversity within its community and especially welcomes applications from women, members of racialized communities, Indigenous persons, persons with disabilities, persons of all sexual orientations and genders, and others who may contribute to the further diversification of ideas. In accordance with this, we encourage work-study employers to follow the University of Manitoba Employment Equity Policy and Workplace Diversity Mission Statement. We have requested that students self-identify as a member of an equity or diversity community in their cover letter. If the student you hire self-identifies with a disability, you may be eligible for additional funding. Please contact our office for further information.

How Work-Study Works
If you are a full time, permanent UM staff member, you may apply to have a Work-Study student position in your department/unit. First, please ensure that you have departmental approval from your Director/Dean/Department Head; then, apply to the Work-Study Program by creating a part-time position within your department/unit to facilitate a student worker. Please keep reading for instructions on how to complete the online application.

If your project is approved, you will be notified via email from the Work-Study Coordinator. Jobs will be posted for students online on Career Services’ CareerCONNECT portal and students will apply to the program and your position(s) through the Work-Study section on this site.

Once student applications are reviewed for eligibility, they will be made viewable to you via your CareerCONNECT employer account by mid-September. You can then review, interview and hire as you would any other student worker. At the end of the fiscal year, we will reimburse your department up to the maximum subsidy amount of $1700.00 per project (reimbursement is based upon the total number of hours worked).

Please refer often to the Work-Study Program Timeline (page 1 of this document) for important dates. The deadline to submit a Work-Study 1st round application is July 7, 2017. Pending available funding there may be opportunity for new project/position submissions for the Winter
Term. In the event of this remaining Work-Study funding, notification will be sent to faculties and units in November and a new Work-Study application deadline will be communicated.

**IMPORTANT Information**

Projects - The Work-Study program funds a total of 50 approved projects.

Subsidy Reimbursement Amounts - The maximum subsidy reimbursement is $1700/project. The Work-Study program will reimburse departments at the university’s fiscal year end. Departments are responsible for paying students their full wage, bi-weekly throughout the school year; those who do not pay according to that schedule will lose any reimbursement. Budgets for projects that abide by the deadlines and follow the Work-Study Department Procedures & Responsibilities will be reimbursed in late March 2018.

Student Wages - Jobs must pay their students, bi-weekly, a minimum of $11.66/hour (Effective October 1, 2015 minimum wage is $11.00 per hour; $11.00/hour + 6% vacation pay = $11.66/hr). The Work-Study program will reimburse your project up to $1700/project (depending on the total number of student hours worked).

Work-Study positions have been left unfilled in the past due to job competitiveness on and off campus. You are highly encouraged to take full advantage of this subsidy program and pay students higher than the minimum hourly wage.

Workable Hours – Work-Study reimburses up to a maximum of $1700/project. Students may continue to work on projects beyond the $1700 maximum Work-Study funding; however any additional salary will not be subsided by Work-Study. Please note that students employed part-time at the University of Manitoba should not work more than 20 hours/week. It’s important to remember that the student’s first “job” is to study, not work. In addition, please be advised that the Canada Student Loan program only allows a student to make up to $3400 ($100/week of study) in work earnings before reassessing their student loan (and potentially reducing their loan funding for the year). **You are responsible for tracking all student hours worked.**

Project Lifetime - Students may begin working as soon as they are hired and all jobs must end by Friday, March 6, 2018. Reimbursement forms will be sent at this time and due back March 23, 2018. No late reimbursement forms will be accepted as account reconciliation must be completed by the end of fiscal year (March 31, 2018).

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**Student Eligibility**

*Students must:*

- Have current 2017-2018 government student loans* (domestic or international) of at least $2000, aboriginal band sponsorship, or disability funding (for example, The Opportunities Fund for Persons with Disabilities).
- Be full time graduate student or undergraduate student (a minimum of 9 credit hours per term for undergraduate students) studying throughout the regular academic session (Sept. to April).
- Have satisfactory academic standing with a 2.0 GPA minimum in the last academic session (not applicable for new UM students).
* Past government aid does not count; personal bank loans such as lines of credit/educational loans and registered educational saving plans are NOT considered

* International students MUST be receiving government student loans to qualify for the Work-Study Program.

Department Procedures & Responsibilities

**UM Staff must:**

1. Submit project applications by **July 7, 2017** (see instructions below).

2. If submitting multiple applications from one department, rank jobs in order of preference should there only be opportunity to fill one position.

3. Once projects are approved, postings will be accessible to students on CareerCONNECT. Students will apply for specific projects and Project Supervisors will be sent the eligible applications of those who have applied for their position.

4. Departments will select the prospective candidates, contact, interview and hire at the Project Supervisor’s discretion.

5. Once a student is hired, you must forward the signed Work-Study Authorization form to the Work-Study Coordinator (This form is sent to all employers with approved Work-Study projects).

6. Contact the Human Resources Department (309 Administration Bldg) to ensure that you obtain and submit all of the necessary hiring forms. Call 474-9225 for general inquiries.

7. Departments must fill their position by **October 20, 2017** (refer to timeline for dates).

   *As a courtesy to students, and in accordance with FIPPA, please shred all student applications that you do not require.*

How to apply for a Work-Study position

**For returning Work-Study Employers (from 2016-17):**

1. Log-in to your existing CareerCONNECT account.

2. Navigate to "Work-Study", then "Job Postings" where you can choose to:
   -  repost / edit past postings
   -  post a new job from a blank template

3. Submit posting and wait for the confirmation email.

**For NEW employers:**

1. Complete the Employer Registration Form.
Please allow 1-2 business days for CareerCONNECT account set-up or Work-Study portal access.

2. Once you receive a confirmation email containing your account details, follow the provided instructions on how to submit your Work-Study project/position application:
   a. Navigate to "Work-Study", then "Job Postings" to Post a New Job.
   b. Submit posting and wait for the confirmation email.

**Job Posting Components:**
When you post a job on CareerCONNECT you will notice that there is a section that asks you to indicate the learning outcomes or competencies students will develop in your position. This is to support the student development and professional development framework of the program. Please see Appendix A: Competency Guide, which provides samples by area; you can cut and paste, adapt or create your own list of learning outcomes.

**The Work Study Job Submission Form, sample below, requires you to complete the following fields:** Job Description, Competency/Skill and Learning Outcomes, Job Requirements.
APPENDIX A: A Guide to Work-Study Competencies / Skill & Learning Outcomes

Work-Study is a great opportunity for Faculties and support Units to meet daily business requirements while providing students with an opportunity to build professional and technical skills and apply classroom learning. The learning outcomes/competencies below are provided as a guide for employers and students to identify the skill development that will occur within a Work-Study position. We suggest employers choose a minimum of 5 learning outcomes that the student will gain from participating in the submitted Work-Study position. By highlighting these competencies students will be able to select Work Study positions with intention, articulate and demonstrate the learned skills in a resume/interview and confidently utilize these skills in future employment.

Example of competencies selected for a Work Study position - The student will have gained the following abilities:

1. Written Communication - Write letters and reports that are logically structured and contain all relevant information.
2. Oral Communication - Communicate with others using a variety of communication strategies to negotiate, mediate, resolve difficult issues and sell ideas.
3. Teamwork - Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback.
4. Leadership - Take initiative in leading, supporting and motivating others in developing individual skills or tasks to achieve goals.
5. Presentation skills - Prepare and present advanced information with clarity with the ability to respond to questions in a timely manner.
6. Technical Skills: Follows laboratory procedures to ensure a safe and sterile working environment.

WRITTEN COMMUNICATION

| Condense information/produce concise summary notes accurately with correct grammar, punctuation and spelling. |
| Write letters and reports that are logically structured and contain all relevant information. |
| Adapt writing style in consideration of different audiences. |

ORAL COMMUNICATION

| Ask and answer questions, clarify, and summarize what others are communicating. |
| Provide clear explanations and directions while instructing, educating and providing feedback. |
| Communicate with others using a variety of communication strategies to negotiate, mediate, resolve difficult issues and sell ideas. |

TEAMWORK

| Demonstrate respect and care. Is open and supportive of the thoughts, opinions, and contributions of others. |
| Actively contribute to team projects/tasks; fulfils required roles, participates in discussion to improve effectiveness. |
| Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback. |

LEADERSHIP

| Accept responsibility for decisions and display a positive attitude and perseverance. |
Models a strong desire to succeed by demonstrating adaptability to achieve goals.

Take initiative in leading, supporting and motivating others in developing individual skills or tasks to achieve goals.

**PLANNING AND ORGANIZING**

Effectively apply organizing and planning skills to manage work.

Work effectively to complete deadlines when under pressure.

Proactively plans and manages work; monitors results through to successfully complete plans.

**PROBLEM SOLVING SKILLS**

Make decisions in accordance to accepted practices and guidelines.

Use problem solving strategies to identify and resolve problems, issues and determine solutions.

Recognize inconsistencies in reasoning. Makes decisions in situations that fall outside established guidelines or where the choice among options is less obvious.

**ANALYSIS AND RESEARCH**

Gather relevant secondary data and organize information in a logical manner.

Collect primary data and/or assist in carrying out surveys, focus groups, and lab analysis.

Analyze samples/surveys for quantitative/qualitative research.

**NUMERACY: able to carry out arithmetic operations/understand data**

Perform calculations for adding, subtracting, multiplying and dividing, and converting between fractions and decimals.

Perform complex calculations and operations that require using advanced multi-step mathematical strategies.

Analyze or compare numerical data to identify trends or compare statistics.

**DIGITAL TECHNOLOGY SKILLS**

Performs basic computer tasks, such as creating documents, saving files, and sending email.

Design web pages and a wide range of software skills.

Demonstrate in depth knowledge of computer software and information technology systems.

**PRESENTATION SKILLS**

Present basic information to one or more people using appropriate resources, vocabulary, and non-verbal language.

Prepare and present advanced information with clarity with the ability to respond to questions in a timely manner.

Facilitate interactive presentations of advanced information customized to the interests and needs of the audience.

**PERSONAL MANAGEMENT**

Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace.

Embrace new opportunities, learn continuously, and identify importance in every job/task.

Anticipate the unexpected and respond quickly to sudden changes in circumstances.

**Other**

This competency guide is inspired by Kent University and designed to align with the Conference Board of Canada’s Employability Skills 2000+ and Career Development Manitoba’s *A Guide to Recognizing Your Prior Learning*