



2018-2019 Work-Study Timeline

April 2, 2018	Work-Study Program applications are now open
June 27, 2018	NEW EMPLOYER REGISTRATION DEADLINE – 4:00 PM
June 29, 2018	DEADLINE FOR PROJECT APPLICATIONS – 4:00 PM
July 3-6, 2018	Work-Study project selection committee meeting. Employers will be notified of project approval or denial.
August 15, 2018	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: <i>Intake 1</i> application deadline: September 12, 2018 <i>Intake 2</i> (potential extension if unfilled positions): Oct. 3, 2018 <i>Intake 3</i> application (pending available funds): January 2019
September 12-14, 2018	Student Applicant financial aid confirmation and GPA checks
September 17, 2018	Student applications released to project supervisors on careerCONNECT .
October 19, 2018	Students 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 8, 2019	Jobs must end by this date – <i>hours cannot carry over</i>
March 15, 2019	Reimbursement forms must be submitted to the Work-Study Coordinator. Late forms beyond March 15th will not be reimbursed in the current fiscal year.



Please note that this notice is for **faculty and staff** only, visit the [Work-Study Employer webpage](#) for more information; information for students is found in the [Work-Study student webpage](#) (http://umanitoba.ca/student/fin_awards/work-study-students.html).

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 (2018-2019) 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 application is June 29, 2018.** 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 2019.

Student Wages - **Jobs must pay their students, bi-weekly, a minimum of \$12.03/hour** (Effective October 1, 2018 minimum wage is \$11.35 per hour; \$11.35/hour + 6% vacation pay = \$12.03/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/wages will not be subsidized 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 8, 2019**. Reimbursement forms will be sent at this time and due back March 15, 2019. No late reimbursement forms will be accepted as account reconciliation must be completed by the end of fiscal year (March 31, 2019).

Student Eligibility

Students must:

- Have current 2018-2019 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 to 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 **June 29, 2018** (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 474-9552 for general inquiries.
7. Departments must fill their position by **October 19, 2018** (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

IMPORTANT: Make sure to post under the Work-Study module, otherwise, your posting will be posted to our general job posting board. For a complete visual guide on how to post jobs in the Work-Study module, please use the [How To Post/Repost a Job aid](#).

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.

Job Posting Information	
When submitting multiple postings, please submit a separate application for each, indicating how many positions you are applying for. <i>For example:</i> To apply for funding for two (2) Office Assistant positions, please submit two separate postings namely: Office Assistant (1 of 2) and Office Assistant (2 of 2)	
Term Posted :	<input type="text" value="Summer 2018"/>
Position Type :	<input type="text" value="--Select--"/>
Job Title *:	<input type="text"/>
Job Location *:	<input type="text"/>
Job Description: Please list the duties and responsibilities of your position.	
Job Description *:	<div style="border: 1px solid #ccc; padding: 5px;"><div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">🔍 ✂ 📄 📁 ↶ ↷ A B I ☰ ☷ ☰ ☷ 🔗 💬 🚩 📅 Ω</div><div style="height: 150px;"></div><div style="font-size: small; border-top: 1px solid #ccc; padding-top: 5px;">MAX CHARS: 10000 CHARS REMAINING: 10000</div></div>

Competencies / Skill and Learning Outcomes

Please view the competencies guide (PDF). You may select and copy those relevant to your posting.

Competencies / Skill and Learning Outcomes: By the end of this work opportunity the student will have gained the ability to: *

Rich text editor toolbar with icons for search, undo, redo, bold, italic, bulleted list, numbered list, link, unlink, insert table, and help. Below the toolbar is a large empty text area for entering competencies. At the bottom of the editor, it displays "MAX CHARS: 10000" and "CHARS REMAINING: 10000".

Job Requirements:

Please list the qualifications you require from candidates.

Job Requirements *:

Rich text editor toolbar with icons for search, undo, redo, bold, italic, bulleted list, numbered list, link, unlink, insert table, and help. Below the toolbar is a large empty text area for entering job requirements. At the bottom of the editor, it displays "MAX CHARS: 10000" and "CHARS REMAINING: 10000".

Salary :

Start Date :



  

End Date :

Application Information

This is the application date for students. In line with the Work-Study timeline, please set the dates to September 12, 2017.

Application Deadline:*  

Application Procedure *: 

Additional Application Information :

Rich text editor toolbar with icons for search, undo, redo, bold, italic, bulleted list, numbered list, link, unlink, insert table, and help. Below the toolbar is a large empty text area for additional application information. At the bottom of the editor, it displays "MAX CHARS: 10000" and "CHARS REMAINING: 10000".

IMPORTANT:

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.

Students will self-declare themselves as equity candidates via their cover letters.

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*