

Work-Study Grant Program

Information Guide for
Applicants 2023-24

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ufv.ca/jobs/work-study



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Introduction

The Centre for Experiential and Career Education (CECE) is pleased to offer the Work-Study Grant Program in the 2023-24 fiscal year. The Work-Study Grant Program is one of the ways that CECE achieves its mandate to help students prepare for their future careers. Students who participate in the Work-Study program gain early employment skills through paid work experience, grow their academic discipline knowledge and career-related skills, and contribute meaningfully to the UFV community by fulfilling work roles that are best done by students.

Program Information

How it Works

The Work-Study Grant Program is an internally funded program that operates from May – April. In advance of the funding cycle, UFV faculty, staff, and administrators apply for Work-Study positions (Research or Service) and the applications that best meet the criteria are allocated positions. Applicants who receive allocated positions will work with the CECE office to post, recruit, and hire for their Work-Study positions. Applicants supervise and mentor the student throughout the Work-Study placement. The CECE office provides administrative support and guidance as needed by the applicant or the student.

Work-Study Positions

Each Work-Study position is 120 hours total to be completed in one semester (Summer, Fall, or Winter) and is fulfilled by one student over any one semester (e.g. 4 weeks of 30 hours each, 12 weeks at 10 hours each) as long as work time does NOT exceed 8 hours per day, 40 hours per week, and 120 hours total per semester. Work-Study Grant Program wages are assigned at the current provincial minimum wage (+ 10% in lieu of vacation and statutory holidays) regardless of the work being performed by the student. Work-Study Grants may only be used to cover labour costs. Students employed under a Work-Study Grant must not work on statutory holidays. Overtime hours, travel, or other expenses must be covered by another funding source.

Work-Study positions are considered entry-level roles. Applicants proposing Work-Study roles should expect that students have emerging workplace readiness skills and will require a higher level of support, training, and mentorship. Roles are classified as either Research (positions that contribute to the creation of new knowledge or new understanding, usually in connection with a specific project) or Service (positions that contribute to the operation of the university, usually in connection with a specific function or project). Applicants are encouraged to create

Work-Study roles that are interesting to students and provide unique learning experiences and mentorship.

Supervisor Responsibilities

Successful Work-Study placements help prepare students to meet their future academic goals and prepare for their careers. Supervisors contribute to the success or non-success of the placement. Indicators of a successful work placement include:

- A work role that is clearly defined, reasonable in scope, and includes the resources needed to complete the work (e.g. computer, physical or remote support, accommodations for accessibility requirements, etc.).
- **Orientation and training** is provided during the first two weeks of the work term prior to the start of the Work-Study position to promote a safe and productive work placement Please discuss their learning goals, work schedule, access to equipment, best practices for communication during the work term.
- Supervisors and students who discuss expectations and communication standards at the beginning of the work placement.
- Supervisors who regularly monitor the work of the student and provide feedback and additional training to grow the student's knowledge and skills.
- A learning stretch for the student to grow their academic discipline knowledge and career-related skills.
- Supervisors who offer mentorship to the student to help them articulate what they are learning and how it relates to their academic goals and future careers.
- Administrative responsibilities that are completed accurately and on time (e.g. incorrect or late timesheets will delay payment to the student).
- Placement/hiring practices and decisions align with Employment Standards, UFV policies, procedures and core values, and UFV Human Resources principles.

What's New

- **Learning Outcomes/goals:** At the beginning of the work term all Work-Study students along with their supervisors are asked to set learning goals for their work experience to help students articulate the knowledge and skills they want to strengthen and develop in their role. These will be submitted by the student in CareerLink as part of their work term placement record.
- **Supervisor Feedback:** At the end of the term supervisors will be asked to complete a student feedback form. The supervisor will share the feedback with the student before the end of the work term.

When confirming an allocated Work-Study role, supervisors are required to read and abide by the Work-Study Operational Guidelines which include specific activities and responsibilities for the supervisor to complete. The Work-Study Operational Guidelines are posted on CECE's Work-Study [webpage](#).

Student Responsibilities

Students also hold responsibility in contributing to a successful Work-Study placement. This includes:

- Meeting eligibility requirements: GPA of 2.0 and enrolled in minimum of 9 credits or 6 credits for students registered at the Centre for Accessibility Services. For Trades a minimum of 18 hours of non-credit courses is required.
- Participating in orientation and training and following the direction of their supervisor.
- Asking questions and seeking help from the supervisor when unclear about work.
- Communicating with the supervisor any changes to the work or work schedule.
- Demonstrating emerging workplace/employability skills and acting on supervisor feedback to develop skills.
- Completing the required administrative responsibilities accurately and on time.

How to Apply for a Work-Study Grant Position

Eligibility of Applicant

The following UFV employees are eligible to apply for a Work-Study Grant position: Type A Staff, Type B Faculty, Manager, Director, and Department Head. The applicant must be actively working during the funding year so that they are available to supervisor the student (e.g. not on leave).

Application Form and Submission

Eligible UFV employees (see above) can apply for Work-Study positions by logging into their home page in **CareerLink**, click on **Surveys**, then **Work-Study 2023-24 Application**.

If you are not currently registered on CareerLink as a contact of UFV, go to ufv.ca/jobs click on **CareerLink for Employers** then **Sign up**. New registrants will be approved Mon-Fri 9am-4pm.

It is advisable to fill out a Work-Study Job Posting Template in advance so it is ready to attach to your application (there will be a **required** field for this). Save the completed document so it is available to upload to the application.

If applying for more than one project or job title, do not “finalize” until all applications are completed.

No late or incomplete applications will be considered.

Deadlines

There is one funding competition each year covering the semesters Summer, Fall, and Winter. The funding cycle is as follows:

January 16	Call for Applications
February 15	Deadline for Applications
March 15	Applicants Notified of Decision
May 1 – August 31	Summer Work-Study Positions Term
September 1 – December 31	Fall Work-Study Positions Term
January 1 – April 30	Winter Work-Study Positions Term

Criteria for Evaluating Applications

All applications are initially reviewed by CECE to ensure the following requirements are met:

1. Applicant is eligible to apply (Type A Staff, Type B Faculty, Manager, Director, or Department Head).
2. The nature of the work supports UFV efforts (e.g. not supporting projects that aren't connected with UFV).

Those applications that meet the requirements are then evaluated against the following criteria:

Research Position Criteria (evaluated by the Research Office):

1. Quality of the research experience – provides opportunity for student to gain disciplinary and research skills beyond their program of study.
2. Quality of the supervision and mentorship that will be provided to the student.
3. Relevance and importance of the assistantship for the success of the proposed study project.

Service Position Criteria (evaluated by the CECE Office):

1. Quality of the work experience – provides opportunity for student to gain disciplinary and career-related skills beyond their program of study.
2. Quality of the supervision and mentorship that will be provided to the student
3. Position is best fulfilled by a student and does not infringe on or replace positions that are governed by the Collective Agreement.

Applications that best meet the criteria will be allocated Work-Study positions until the funds are exhausted. All applicants will be contacted to communicate allocation decisions.

Tips for Designing Quality Work-Study Positions and Completing Your Application

Work-Study positions are in demand and the amount of funding available is not sufficient to fund all applications that meet the criteria. Applications that best meet the criteria will be allocated positions. Here are some tips to help you design a unique and valuable Work-Study role for students and complete the Work-Study application:

1. Complete the Work-Study Application in full; leave no fields empty or with limited information. Use the template provided by CECE to write the job description.
2. Design a role that students will find attractive and see themselves in. Write a job description that captures the attention of the student and sells the value of the work role.
3. Ensure the learning outcomes of the role align with emerging work skills and the scope of work is reasonable to complete within 120 hours total in one semester.
4. Provide details about how you will deliver a quality work experience for a student (e.g., specialized training, access to professional equipment, collaboration with your professional network, etc.).
5. Describe systems you have in place to support the student and provide regular feedback and direction.

Questions and Support

The CECE office is here to support you, answer questions and provide guidance in preparing your application. Please do not hesitate to contact us at workstudy@ufv.ca.