

Hi Everyone,

It is my pleasure to launch the 2016-17 Work Study Program and announce that Financial Aid Services is now accepting proposals.

Selkirk College's Work Study program offers an opportunity for students to work part-time on campus in jobs that accommodate their studies. Financial Aid Services is responsible for administering this program with the following objectives:

- To assist students with a source of income
- To offer students training and experience that will assist them in further studies and their eventual entrance into the workforce
- To assist staff and faculty

Departments may request more than one position through the proposal process. All approvals will be allocated based on funding availability and confirmed by the Joint Work Study Committee. **Please do not assume positions from previous years are automatically approved for the coming year.** Positions are not considered part of the Work Study program until approval confirmation from the Financial Aid Office has been communicated to the respective supervisor.

All proposals for the upcoming year will be evaluated on an equal bases before being approved for funding. In order to expedite and clarify our process, we have attached an annual timeline, Steps to complete the Work Study Proposal form, the Work Study Proposal form. Please use this information to complete the attached form and return it to the [Tina Castellarin](#) at the Welcome Centre no later than 3 June 2016. We hope the information provided assists in completing the form, but if you have questions please do not hesitate to call ext. 21320.

A Supervisor's Handbook is in development and will also be forwarded to the supervisors of approved proposals.

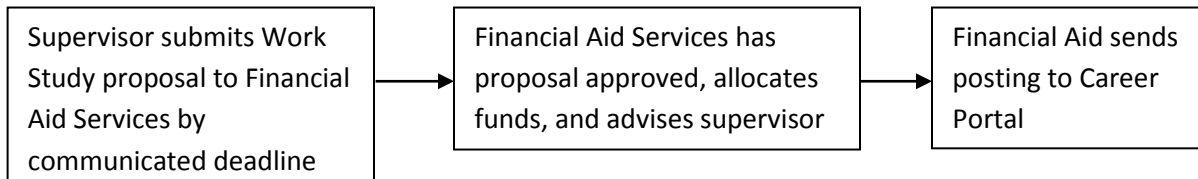
We will make every effort to evaluate your request as quickly as possible and communicate back to you if the proposal has been approved or denied.

Thank you for your immediate attention to this request.

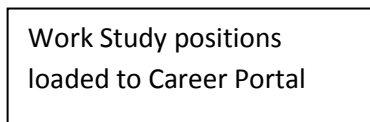
Tina Castellarin
Selkirk College

Annual Timeline Stages

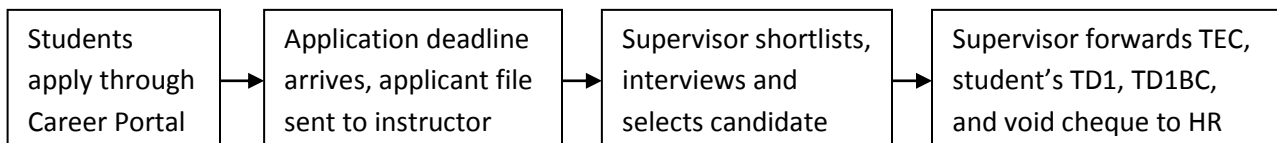
Stage 1: May/June Each Year



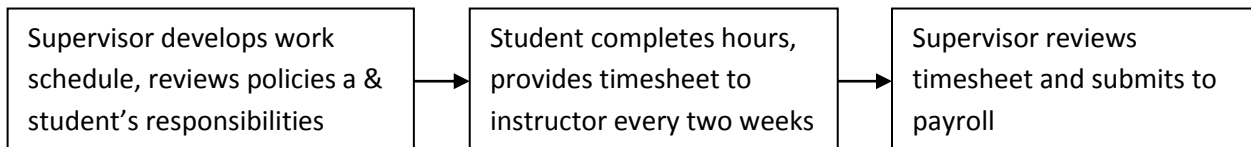
Stage 2: Mid August Each Year



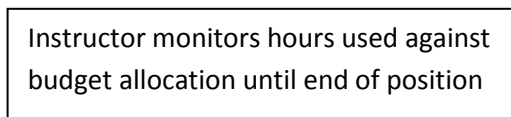
Stage 3: Beginning September Each Year



Stage 4: Beginning of Work Term



Stage 5: Duration of Work Term



Completing the Work Study Proposal

Step 1 - Identify the work study position title and the number of positions being requested. Please note that all positions are reviewed annually and positions that meet the most objectives of the work study program and gain approval through the approval processes will receive funding priority. Positions will not automatically roll over to the next academic year.

Step 2 - Check off if this is a new position or a position being requested to continue from the previous fiscal year. If you are asking for an increased number of the same previously approved position, please check both boxes and hi-lite the number of positions being requested. We need to clearly identify any requested increases, this step will assist us in this effort.

Step 3 - Specify the campus location the position will be stationed.

Step 4 - Identify in point form the tasks that will appear in the job posting.

Step 5 - List the skills, qualifications, education, required by the candidate that will allow them to be successful at the position. Bullet format is preferred.

Step 6 - identify the learning outcomes the student will experience during the work study.

Step 7 - Identify the total number of work hours requested, the start date of the position, and the number of hours the student will work each week (max 10 hrs/week). Please break down the hours requested into the fiscal periods from 01 Sept – 31 Mar (2016) and 1 April to last day of exams (2017) which is the end date for all position.

Step 8 - Please provide your department account code to which any overage in salary and benefits will be charged. When a proposal is approved supervisors will be provided an approved number of work hours for that position and are responsible to monitor the work study hours within their approved positions. If the supervisor schedules hours above the approved amount the supervisor's account will be charged appropriately. This may also jeopardize the approval of future proposals. Positions are approved as proposed and any unused hours at the end of the timeframe identified are forfeited and cannot be carried over to the next academic year or moved to another position.

Step 9 - Name the supervisor who will complete all supervisor responsibilities and include the supervisor's extension number.

Step 10 - Supervisors must sign and date the proposal accepting their supervisor role in working with the student and the Financial Aid Office. *Note: Supervisors are responsible for interviewing, hiring decisions, payroll processing, and monitoring student's work throughout the work period.*

WORK STUDY POSITION PROPOSAL

1. **Position:** _____ # of Positions _____

2. New Position Proposal

A previously approved position from last year

3. **Specific location of work:** Castlegar
 Silver King
 Tenth Street
 Other – please provide exact details

4. **Position Duties** (Point form description of duties)

-
-
-
-

5. **Skills** (List the required/preferred skills that need to be identified in the job posting)

-
-
-
-

6. What are the student learning outcomes for this position? ie by the end of the term/position, the student will be able to:

7. Total Hours required: _____ Start Date: _____ Hrs/wk _____

Total hours worked in Fiscal 2016 (September 1, 2016 – March 31, 2017) _____

Total hours worked in Fiscal 2017 (April 1, 2017 – August 31, 2017) _____

8. Account Code:

--	--	--	--

9. Project Supervisor: _____ Extension: _____

10. Chair/Project Supervisor's Signature: _____ Date: _____