

## 2017-18 Work-Study Program Additional Information for Supervisors

### The Purpose of the Program

- To assist our students by providing part-time employment opportunities to full-time students who demonstrate financial need.
- To encourage participation in research and campus life and allow for our students to develop skills and have enriching experiences.
- To assist and financially support faculty and staff with the administration of their campus programs and research. Provides funding up to \$1,500 per position per student.
- Assist with meeting the objectives of the University's strategic plan by assisting with the creation of a vibrant and intellectually-stimulating culture.

### Eligibility for Students

- Registered in an undergraduate or graduate program at The University of Winnipeg.
- Registered in full-time studies (18 credit hours or more).
- Completed 30 credit hours at The University of Winnipeg (or equivalent).
- Have a minimum cumulative grade point average of 2.0.
- Demonstrate financial need (shortage between your expenses and resources), and
- Canadian citizen, permanent resident, protected person or an international student with a valid study permit.

### Department Procedures & Responsibilities

- Submit *Work-Study Program Position Request Form* by **Monday August 28, 2017**. Provide as much detail as possible regarding duties and qualifications required. (These descriptions will be reviewed by Human Resources who will assign them to the appropriate classification and pay rate).
- Project supervisors will be informed mid-September by letter whether or not funding has been approved.

### Additional Details

- Hours must be flexible to allow for students' academic schedules.
- Minimum wage in the Province of Manitoba is \$11 per hour. Thus all positions must be posted at this rate or above.
- Most projects are around 100 hours (5-10 hours per week).
- Project expenditures that exceed the budget allocation are the responsibility of the hiring department.
- Students are funded, not projects. Supervisors must hire eligible Work-Study students or the positions will not be funded.
- Projects must not contravene existing collective agreements and cannot displace a regular University employee or position.
- Students must receive adequate supervision.
- All projects must be completed and payment authorizations submitted by **March 31, 2018**. Expenditures beyond this date are the responsibility of the hiring department.