



WORK-OP STUDENT EMPLOYMENT PROGRAM

Searching for
Campus Jobs

Are you looking for a job on campus?

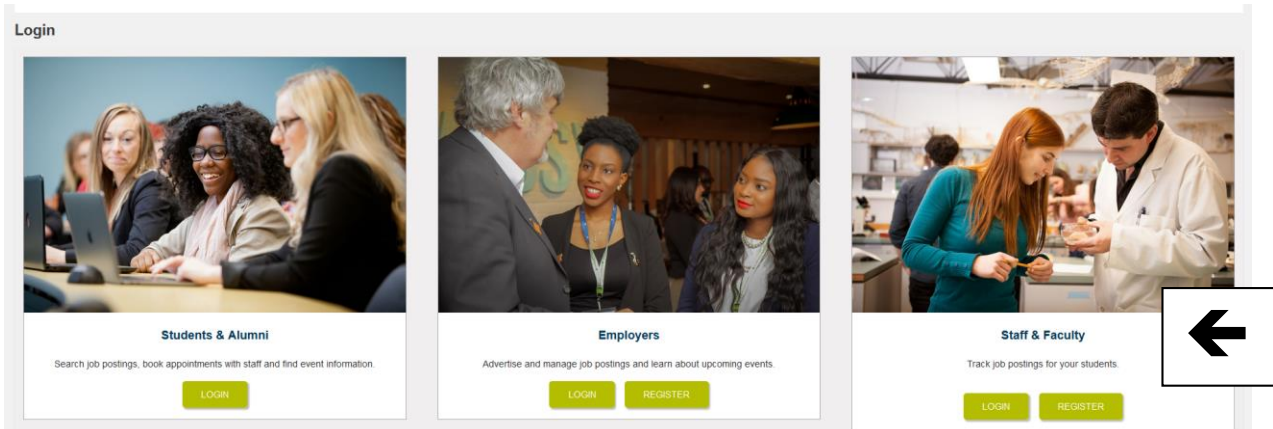
Work-Op is where you should start.



Go to our job posting portal CareerVIU

Select **Students & Alumni**.

Login



The screenshot shows the CareerVIU login page with three main sections: **Students & Alumni** (with a 'LOGIN' button), **Employers** (with 'LOGIN' and 'REGISTER' buttons), and **Staff & Faculty** (with 'LOGIN' and 'REGISTER' buttons). A black arrow points to the 'Students & Alumni' section.

Log in using your Registration Student Number and Password. Read the notes below the blue Login button, and if you have problems logging in, click [here](#) to go to a page that will assist you.

Student / Alumni Login

PLEASE LOGIN BELOW

Student Records Number:

Student Records Password:

[Login](#)

- Please login using your **Student Records** credentials: i.e. your **9-digit student number and password**.
- If you are unsure of your Student Records password, or need to reset it, please navigate to [My Student Record](#).
- For additional information, please read about [Accessing the Student Employment Portal](#).

Now you are at your dashboard. Select **On-Campus Employment** on the left.

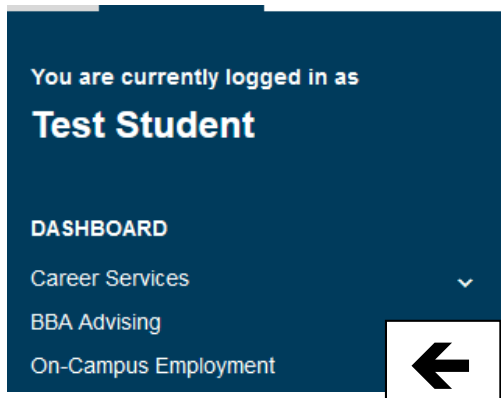
You are currently logged in as
Test Student

DASHBOARD

Career Services

BBA Advising

On-Campus Employment



The screenshot shows the dashboard for 'Test Student'. The sidebar menu includes 'Career Services', 'BBA Advising', and 'On-Campus Employment', which is highlighted. A black arrow points to 'On-Campus Employment'.

Then select **Work-Op postings** from the main screen

On-Campus Employment Overview

Work-Op Postings

Vancouver Island University's Student Work Opportunities (Work-Op) program is a wage subsidy program designed to provide funding for VIU faculty and staff to create diverse and positive work opportunities while providing financial assistance to our students. The program will provide employment opportunities that support experiential learning and skill development that will be mutually beneficial to students and to the institution.

This bring you to the main Work-Op page.

Work-Op Job Postings

Q Overview

WORK-OP ELIGIBILITY:

Student are eligible for one Work-Op position per semester

- Students must be enrolled at VIU to be eligible for the Work-Op program

Please read this information carefully to be sure you are enrolled in enough credits to qualify. Please also note that you can only have one Work-Op funded position per semester, but you are allowed to accept a department-funded *Non Work-Op* position at the same time. If you are offered a position, it's a good idea to ask your supervisor if that position is Work-Op or Non Work-Op so you understand your eligibility for other positions.

Below the eligibility section you'll find further information on applying for positions, followed by a link to view all available postings, (recommended), or search by supervisor name, job title, campus, etc.

- Please ensure that you follow the application instructions provided in each job posting.
- Also note that a job posting may be removed sooner than the posted deadline if a successful candidate is found.
- Work-Op postings that state "Supervisor Email" under Application Procedure may not be seen by the supervisor if uploaded through CareerVIU.

[View all available postings](#)

[Search Job Postings](#)

And here you are: 😊

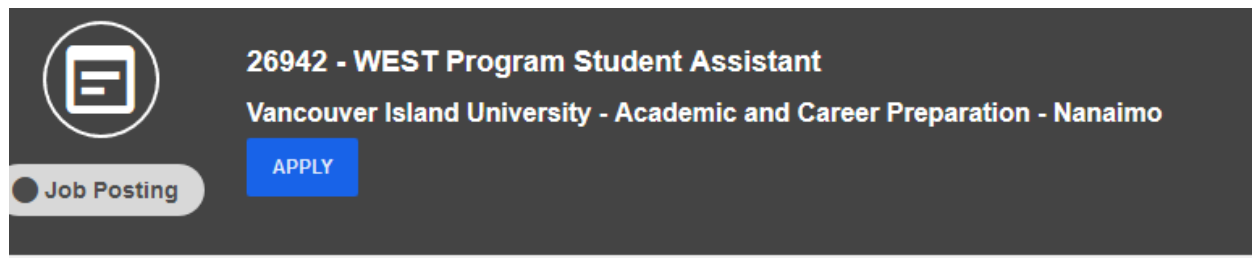
	App Status	ID	Job Title	Organization	Division	Position Type	Location
Shortlisted	Apply	26942	WEST Program Student Assistant	Vancouver Island University	Academic and Career Preparation...	Work-Op	Nanaimo Campus
Shortlist	Apply	26575	Editorial Assistant	Vancouver Island University	Faculty of Arts & Humanities	Work-Op	Nanaimo Campus Library
Shortlist	Apply	26616	NEW Ceramics Studio Assistant	Vancouver Island University	Faculty of Arts & Humanities	Work-Op	Building 325 room 114
Shortlist	Apply	26617	NEW Printmaking assistant	Vancouver Island University	Faculty of Arts & Humanities	Work-Op	Building 325 room 123, 121 and 122

This is just a sample of some Fall 2021 postings for you to consider. You can use the buttons on the left to shortlist or go ahead and apply.

When you select the Apply button the posting will come up. Scroll down to the Application Information section and follow the instructions carefully to be sure your application will be considered.

APPLICATION INFORMATION	
Application Deadline:	August 27, 2021 11:59 PM
Application Material Required:	Cover Letter Resumé Other references
Additional Application Information:	Please visit VIU website for more information regarding the WEST Program/Nanaimo. https://acp.viu.ca/west
Application Method:	Applications

If, as in the example above, the instructions say “Applications” under Application Method, make a note of the documents you need to submit, then scroll to the top of the page and select the blue Apply button.



26942 - WEST Program Student Assistant
Vancouver Island University - Academic and Career Preparation - Nanaimo

Job Posting

APPLY

Remember that supervisors who ask that you email your application are unlikely to look for applications in CareerVIU, so only apply this way if explicitly instructed to.

Good luck!

OTHER JOB SEARCH OPTIONS

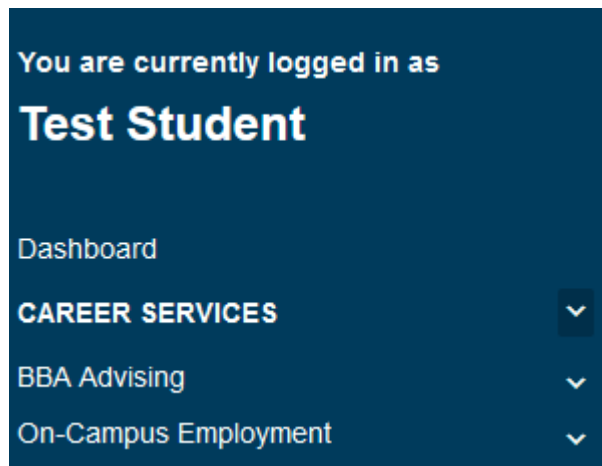
Non Work-Op

In the On-Campus Employment section, below the Work-Op section, you'll find a section for Non Work-Op postings.

Occasionally you will find jobs posted here so check here as well while you're in CareerVIU.

Off-Campus Job Opportunities

Above the On-Campus employment section you will find "Career Services". This is our external job board where members of the community post jobs.



Please read the information at the top of the page carefully, then select "All Job Postings" to see the full list of current opportunities. The instructions for applying for these positions are contained in the posting, and as always, please be sure to follow the instructions exactly as noted.