

*The following is a joint communication from the On-Campus Student Employment office; Scholarship Research and Creative Activity; and Office of Co-Curricular Engagement and Learning, (OCCEL).*

## Are you interested in providing a meaningful employment opportunity for a VIU student?

The following is a call for applications for the **Work-Opportunities Program** and **Research Work-Opportunities Program** for the **Summer 2024 semester** (May 1, 2024 – August 31, 2024). Both Work-Op programs are wage-reimbursement programs, which provide compensation for the minimum wage (\$16.75, increasing to \$17.40 on June 1<sup>st</sup>) plus 12% for employer costs for up to the approved number of hours. The campus student employment work opportunities budget is limited resulting in allocated hours per student opportunity of 50 to 200 hours maximum.

### Approval and Reimbursement Details

- Please indicate the number of hours you are requesting for this position, rather than the number of students you wish to hire.
  - The number of hours we approve can be used anytime during the Work-Op period and you can hire as many students as you like to split the hours between them.
  - Reimbursement amounts will be calculated on the total number of approved hours worked by all students during the Work-Op period.
  - **The final timesheet deadline for all Summer 2024 Work-Op will be September 5, 2024.** Any hours submitted after that will not be reimbursed.
- You can divide the total number of approved hours between the hired students as you wish, depending on their availability, etc.
  - Your department will be financially responsible for hours worked above the approved Work-Op allocation. For hours worked above Work-Op funding a Non Work-Op appointment will be created and funded by your department at their own cost.
  - You may elect to provide additional per-hour funding (*top-up*), through departmental funded work orders to increase the rate of pay for approved positions.

### Work-op Employment Programs

1. The **Work-Op Program** considers applications related to:
  - Academic Support (Position directly supports students' academic work, eg. Tutor)
  - Events Support (Position supports the planning and delivery of events impacting students)
  - Lab Support (Position directly supports students' academic work in a lab or studio setting)
  - Student Engagement Support (Position supports student involvement/engagement on campus)
2. The **Research Work-Op Program** will provide funding for positions that actively engage VIU students in the scholarly and creative processes of research. Duties may include grant writing, literature reviews, method development, data collection and entry, creative design, analysis, and dissemination.

If you are applying for the **Research Work-op** you should include where appropriate: the research skills and practices the student will utilize and develop; the research environments (environments and personnel) the students will be exposed to; and the knowledge mobilization approaches the student will be actively participating in. If the position directly involves the handling of animals or involves human research participants (or the data collected from human research participants), you need to make sure they are listed on your AUP or REB certificate.

If you have questions about which program your application falls under, please contact Bernie Heise at [studentemployment@viu.ca](mailto:studentemployment@viu.ca) or Kendra Stiwich (SRCA), at [kendra.stiwich@viu.ca](mailto:kendra.stiwich@viu.ca).

## Co-Curricular Record

The CCR is a non-academic transcript which allows VIU students to be officially recognized for their involvements outside of the classroom. The CCR recognizes both paid and volunteer experiences and encourages students to build their employable skills through reflection on associated learning outcomes (VIU Graduate Attributes) and through the completion of their activity.

Since Fall 2021, all approved Work-Op positions are added to the CCR Opportunity Directory in addition to the Experience Hub Job Portal. If your position is approved, as a VIU Faculty and Staff, you will now be considered as the Work-Op Validator.

### What does it mean to be a Work-Op Validator?

As a Work-Op Validator, you will confirm that the student has completed 15 hours or more related to their position activity and this will ensure that student(s) will receive recognition for their student employment positions at VIU.

### What are the responsibilities of a Work-Op validator?

- Supervise your student Work-Op position.
- Review your students' submitted reflection(s) and validate or decline them in three yearly cycles, (Fall, Spring, Summer).

## Submitting an Application

If you are interested in submitting an application to receive Work-Op funding in either program for Summer 2024, please complete the steps below prior to the **April 2, 2024** deadline.

1. Review the **How to Submit Your Work-Op Job Posting** (attached)
2. Complete the online Job Posting form on [Experience Hub](#)
3. Obtain an electronic email approval for the *Summer 2024 Work-Op Application Approval Form* and upload along with your proposed job posting on [Experience Hub](#), or email to [studentemployment@viu.ca](mailto:studentemployment@viu.ca) with the subject line APPROVAL FORM.

## Deadline

Complete applications (job posting and Application Approval Form) must be received on or before midnight **April 2, 2024**.

Supervisors will be notified of their application status by **April 12th**.

If you have questions about the online posting, please email [studentemployment@viu.ca](mailto:studentemployment@viu.ca). If you have questions about the research work-op program, please email [Kendra.Stiwich@viu.ca](mailto:Kendra.Stiwich@viu.ca).

Warm Regards,

The Work-Op Team