

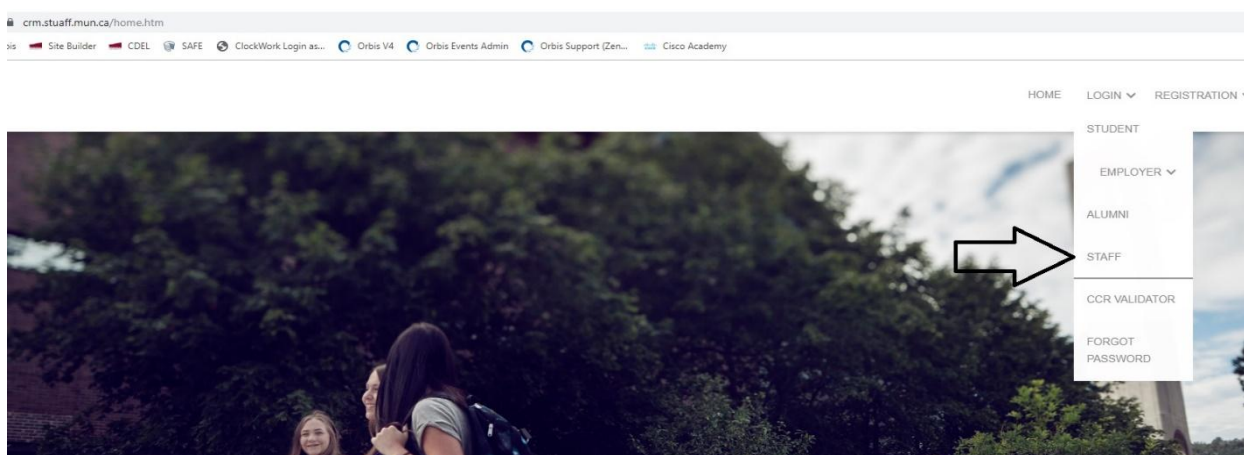
# How to Submit Your ISWEP Funding Application

## Step-by-Step Instructions

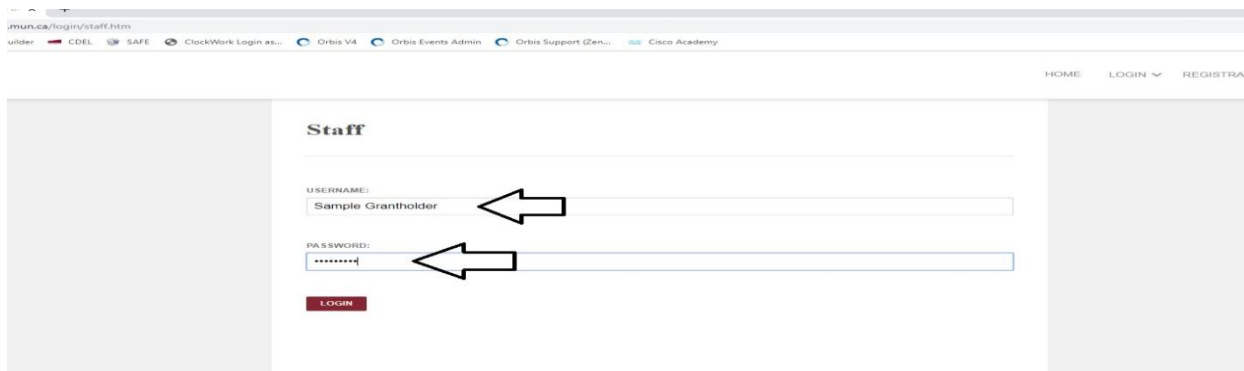
**PLEASE NOTE:** You must have an Orbis account in order to continue with this application process. If you do not have an account please contact Mher Mardoyan (mmardoyan@mun.ca) or Robert Ryan (rwryan@mun.ca) for account set up.

This document outlines the steps and provides screen shots to guide you in the process of submitting ISWEP request for funding application(s) for the 2022-2023 academic year. If you encounter any issues, please contact Mher Mardoyan ([mucep@mun.ca](mailto:mucep@mun.ca)) or Robert Ryan ([rwryan@mun.ca](mailto:rwryan@mun.ca)) for assistance.

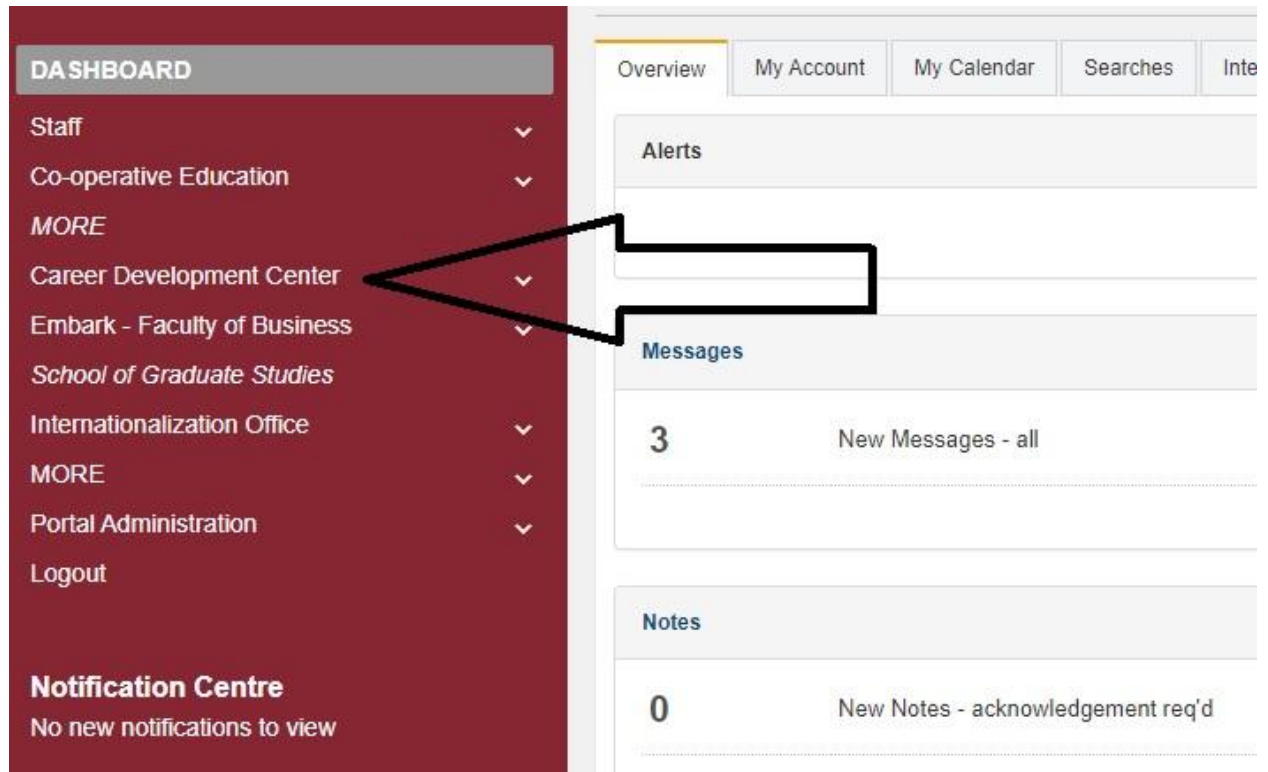
1. Open Google Chrome (do not use Internet Explorer) to the following site: <https://crm.stuaff.mun.ca> and click **Login** then click **Staff**.



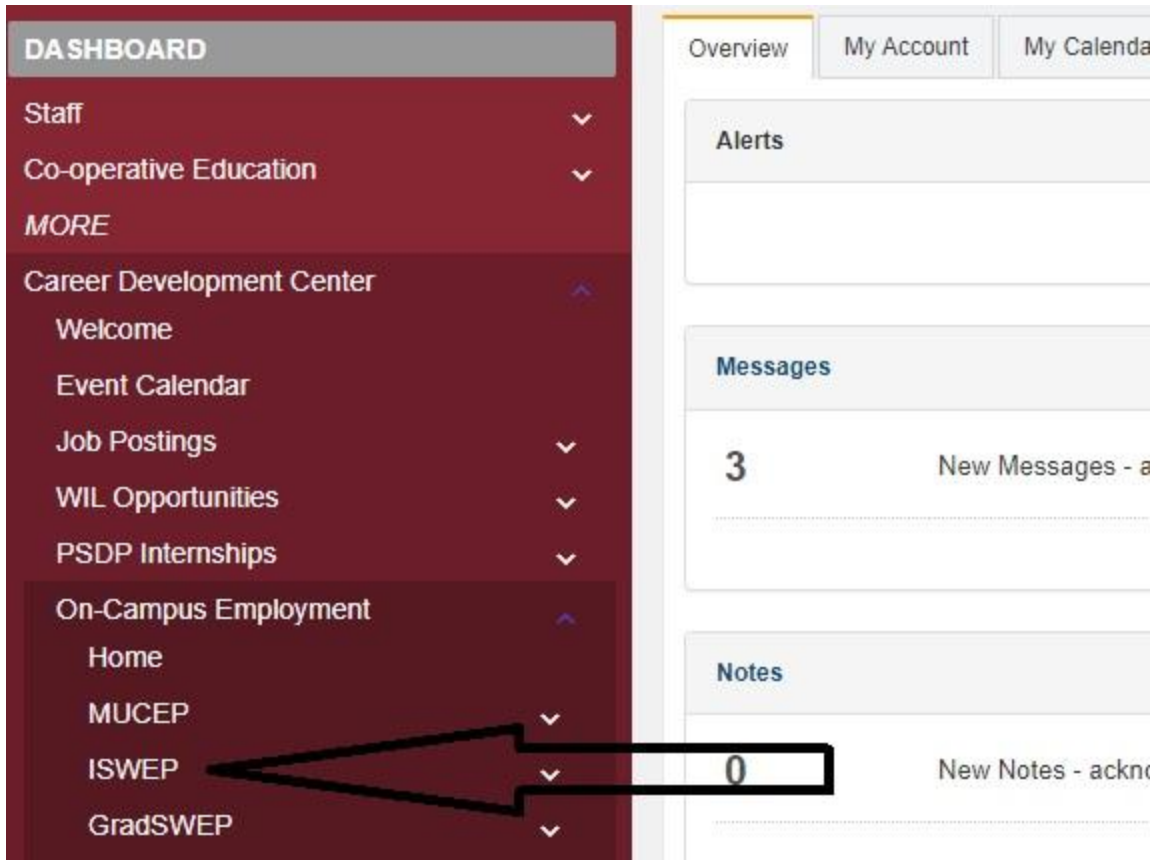
2. On the next screen, enter the license plate portion of your email (e.g., clono@mun.ca, license plate portion would be clono) and password. If you do not know this information, click "Login" and then click **Forgot Password**. Enter your Login ID (license plate portion of your email), then click **Email Reset Password Link**. You will receive a password reset email.



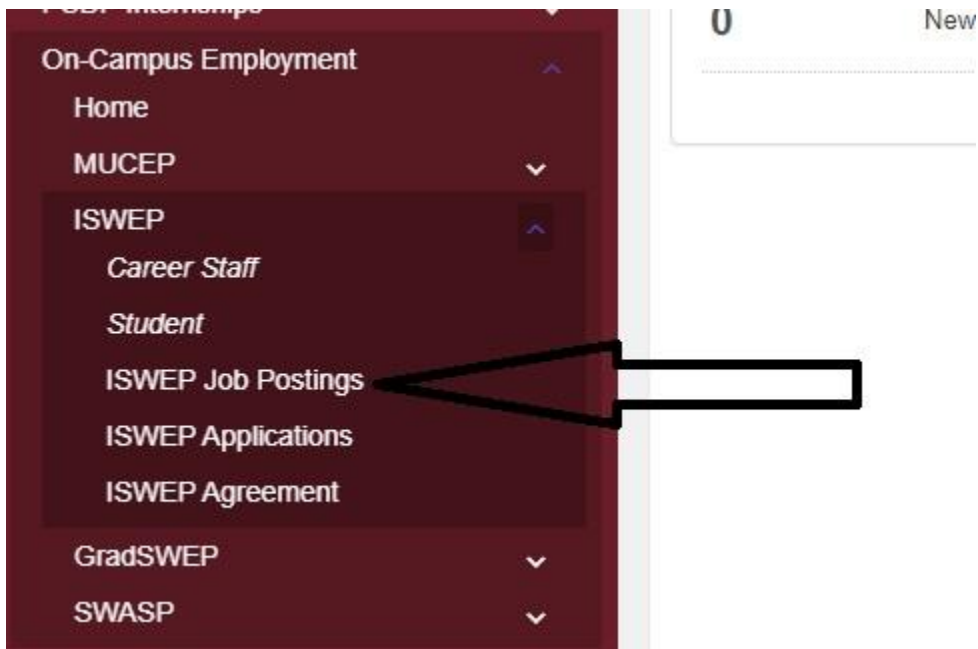
3. Once you have updated your password (if needed), you can proceed to post the Job/Funding Request. In the left-hand pane, select **Career Development Center**.



4. In the same left-hand pane under the expanded menu of **On-Campus Employment** select **ISWEP**.



5. On the next screen, in the expanded menu under **ISWEP** select **ISWEP Job Postings**.



6. On this screen, select the blue-colored **Post a Job** button located near the middle of the screen.



7. On this screen, start the process of entering the job information (which includes the requested number of positions and hours). Of great importance on this page is the **job number**. In this example, it is 77820. Your screen may appear a little different in newer versions of the software, but the process is exactly the same.

If your first name, last name, and email are not automatically filled in, click the blue-colored **Change Organization Contact**. In the popup box, enter your username and select your name from the drop-down list. Your information should now be entered.

77820 - Untitled Posting  
Memorial University - Career Development

Job Posting

Job Posting Status:	<span style="background-color: #333; color: white; border-radius: 10px; padding: 2px 5px;">Unsaved</span>
Internal Status	<span style="background-color: #333; color: white; border-radius: 10px; padding: 2px 5px;">Not Set</span>

Welcome to the ISWEP Job posting Module

**Company Info**

If you do not want contact information to appear on your posting click on the "Clear Contact Info" button.

<span style="background-color: #999; color: #333; border-radius: 5px; padding: 2px 10px; display: inline-block;">Clear Contact Info</span>	
Enter Description for Company Info	
Organization :	<span style="border: 1px solid #ccc; padding: 2px;">Memorial University</span> <span style="background-color: #0070c0; color: white; border-radius: 5px; padding: 2px 10px; margin-left: 5px;">Change Organization Contact</span>
Division :	<span style="border: 1px solid #ccc; padding: 2px;">Career Development</span>
Job Contact First Name :	<span style="border: 1px solid #ccc; padding: 2px;">Robert W</span>
Job Contact Last Name :	<span style="border: 1px solid #ccc; padding: 2px;">Ryan</span>
Phone :	<span style="border: 1px solid #ccc; padding: 2px;"></span> 999.99
Email :	<span style="border: 1px solid #ccc; padding: 2px;">rwryan@mun.ca</span>

8. Continue to scroll down the job posting page. If unsure of any selection or data to fill in, read the related instructions (located close to the question area) for more information.

## ISWEP Job Posting Information

### General Information for Grant Holders

1. Use a separate form for each different position requested.
2. Please review the guidelines at: <https://www.mun.ca/student/media/production/memorial/administrative/student-life/files/cai>
3. Find all relevant ISWEP grant holder forms at: <https://www.mun.ca/student/career-services/faculty-and-staff-hire-student-st>

An important part of ISWEP is the experience students gain through the process of applying for and being interviewed for a position listed for positions to be interviewed prior to a final decision.

The exception is the winter semester when the same student can be carried forward in the same position without reapplying.

Please note that Memorial University's policy on Conflict of Interest applies to the hiring of ISWEP students. The full policy can

Department \*:

--Select--

ISWEP Grant Holder Name \*:

Enter the name of the ISWEP Grant Holder.

Grant Holder Email \*:

Please enter the email of the Grant Holder.

Position Type \*:

ISWEP Position

Job Title \*:

Job Description \*:



Source | Bold | Italic | Underline | Bulleted List | Numbered List | Indent | Outdent | Quote | Unlink

Styles | Format | Font









MAX CHARS: 10000 CHARS REMAINING: 10000



10. Continue down the page. In this section, fill in the requested funding for proper semester. Select the number of students. Then select the number of hours (either 40 or 80 hour positions - both cannot be selected). Then enter a brief explanation of funding.

Memorial's Co-Curricular Record (CCR) is an official document that highlights and verifies the out of class learning and involvement of students

### Additional Information (Funding Request)

Spring Semester		
Spring Semester :		<input type="text" value="--Select--"/>
<small>Enter the number of students requested for this semester</small>		
Funding per student (Spring) :		<input type="text" value="--Select--"/>
<small>Indicate if position(s) are 40 or 80 hour</small>		
Fall Semester		
Fall Semester :		<input type="text" value="--Select--"/>
<small>Enter the number of students requested for this semester</small>		
Funding per Student (Fall) :		<input type="text" value="--Select--"/>
<small>Indicate if position(s) are 40 or 80 hour</small>		
Winter Semester		
Winter Semester :		<input type="text" value="2"/>
<small>Enter the number of students requested for this semester</small>		
Funding per Student (Winter) :		<input type="text" value="40"/>
<small>Indicate if position(s) are 40 or 80 hour</small>		
Highest Need Semester *:		<input type="radio"/> Spring <input type="radio"/> Fall <input checked="" type="radio"/> Winter
<small>Please indicate your semester of highest priority</small>		
Explanation of Funding Request *:		<input type="text" value="Enter brief explanation of request"/> <small>Please enter an explanation of why</small>



11. Please check the box regarding the student hire to use one hour of their funding allocation to attend the Student Life Reflection Workshop:

By submitting this application, I agree to *:	Permit and encourage your student hire to use one hour of their funding allocation to attend the Student Life Reflection Workshop <input type="checkbox"/>
---	--

At the bottom of the job posting screen, you must agree to the participation questions by selecting the checkboxes shown below. Then, on the bottom click the **Save Posting** button.

**Additional information and resources will be provided. Failure to participate in this process, will impact future funding.**

By submitting this application, I agree to *:	Participate in two brief, guided conversations with their student(s) to reflect and discuss position expectations, learning outcomes, skill development and academic linkages <input type="checkbox"/>
By submitting this application, I agree to *:	Encourage students to post this experience on Memorial's Record of Experience (MORE) <input type="checkbox"/>

**Make sure to fully read these instructions before proceeding:**

1. To confirm this request, click the checkbox on the far right in the Confirmation section below, and then click **Save Posting**. On the next screen click **Save**.
2. Once this form has been saved, click the Blue bubble in the bottom right of your screen, then under the "Posting Options" dropdown arrow, Select **Print**. Open the PDF from the box in the bottom left of your screen.
3. **Important Note:** You should Save (or download) this PDF to your Computer.
4. This form must be signed by your **Dean/Director/Department Head**.
5. Once your job posting has been signed, please send to [mucep@mun.ca](mailto:mucep@mun.ca).

Dean/Director/Department Head Signature *:	I agree to have my Dean/Director/Department Head provide support for this position. The Dean/Director/Department Head signature indicates support to the applicant for ISWEP funding. I acknowledge that all students hired under ISWEP will meet the minimum requirements, and confirms that this Academic/Administrative Unit shall take administrative responsibility for the students. Dean/Director/Department Head Signature: _____ Print Name: _____ Date: _____ <input type="checkbox"/>
--	--

**Save Posting** **Preview Posting** **Delete Posting**

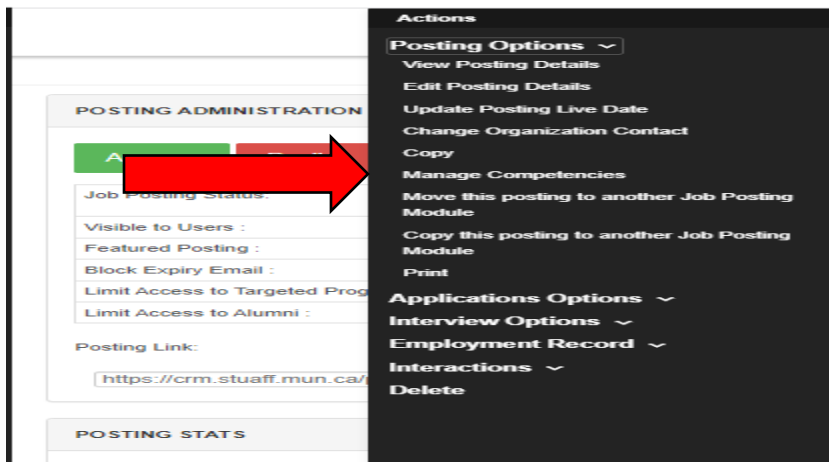
12. Scroll down on the next screen and click "Save".

Staff Employment Details

**Save** **Skip**

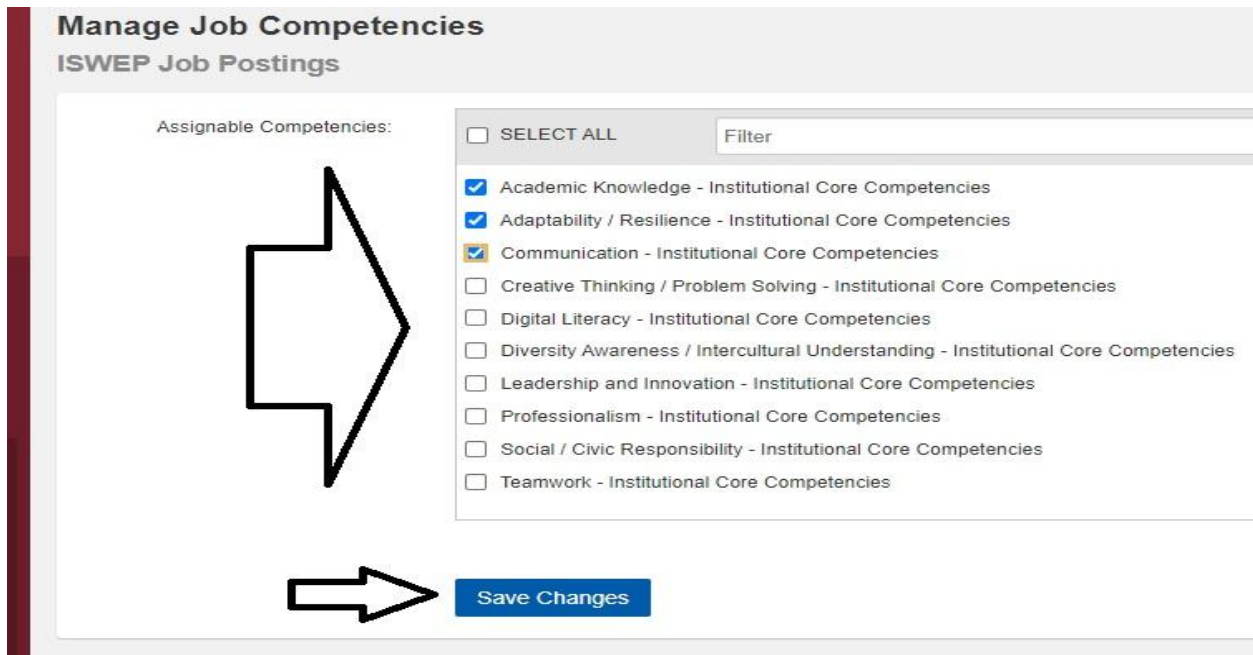
13. As part of building student awareness of the skills and competencies they will develop as a result of working a MUCEP or ISWEP position, we ask grant holders to identify the competencies that will be gained as a result of completing this position. Please select a minimum of three (up to a maximum of five) competencies from the list below. These skills will be included in the job posting and provide students with the awareness of the opportunity to develop such skills if they are the successful candidate. For detailed descriptions each competency, click [here](#).

To access Manage Competencies, click the **Action Circle**. In the list click **Posting Options**, click **Manage Competencies**.



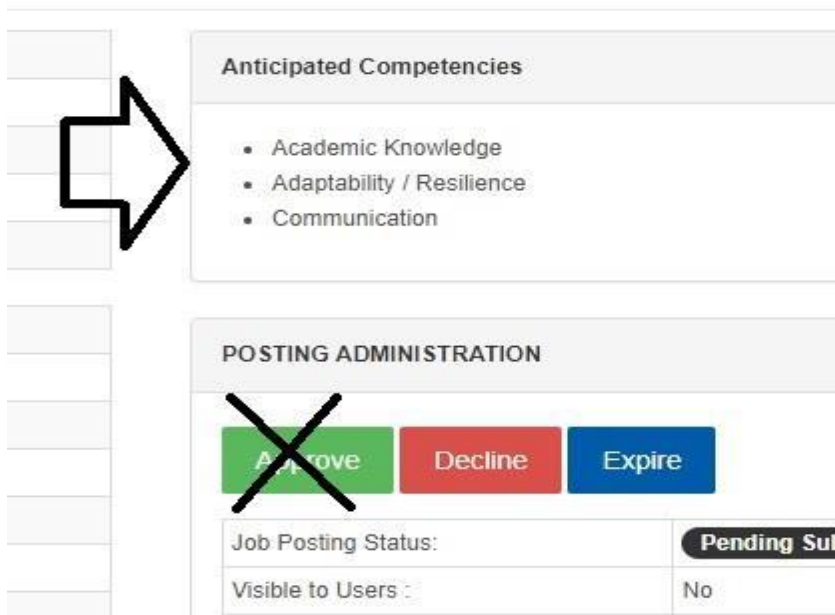
14. As per screen instructions, please select a minimum of three (3) and maximum of five (5).





Once you have selected the competencies, click the **Save Changes** button and then click the **Back to Posting** in the top right corner.

15. You should now see your competencies on the main job posting screen.



16. On the next screen, click the **Action Circle** in the bottom right on the screen, click **Print** in the menu that pops up. **Important Note:** If you do not print right away, when you log back in to print this job you will just have to do this step (Step 13) again.

**POSTING ADMINISTRATION**

Approve
Decline
Expire

Job Posting Status:	Pending Submitted for Approval
Visible to Users :	No
Featured Posting :	No
Block Expiry Email :	No
Limit Access to Targeted Programs :	No
Limit Access to Alumni :	No

**Actions**

**Posting Options** ▾

- View Posting Details
- Edit Posting Details
- Update Posting Live Date
- Change Organization Contact
- Copy
- Manage Competencies
- Move this posting to another Job Posting Module
- Copy this posting to another Job Posting Module
- Print

**Applications Options** ▾

**Interview Options** ▾

**Employment Record** ▾

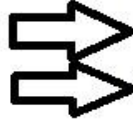
**Interactions** ▾

**Delete**

17. The PDF application will open with the details of the ISWEP funding request. Print the PDF and have this form signed and dated by the Dean/Director/Department Head. Please print your name. Email to Mher Mardoyan at [mucep@mun.ca](mailto:mucep@mun.ca).

**Dean/Director/Department Head  
Signature**

I agree to have my Dean/Director/Department Head provide support for this position. The Dean/Director/Department Head signature indicates support to the applicant for ISWEP funding, acknowledges that all students hired under ISWEP will meet the minimum requirements, and confirms that this Academic/Administrative Unit shall take administrative responsibility for the students.



Dean/Director/Department Head

Signature: \_\_\_\_\_

Print Name:

Date: \_\_\_\_\_

