# How to Submit Your MUCEP Funding Application

**Step-by-Step Instructions**

This document will outline the steps and provide screen shots to guide in the process of submitting a MUCEP request for funding application(s) for the upcoming academic year (2024-2025). Make sure to follow each step exactly. If there are any issues with this, please do not hesitate to email Carolyn Lono at clono@mun.ca or Robert Ryan at rwryan@mun.ca.

1. To start, open Google Chrome (do not use Internet Explorer) to the following site: https://crm.stuaff.mun.ca, and click "Login", then click "Staff".
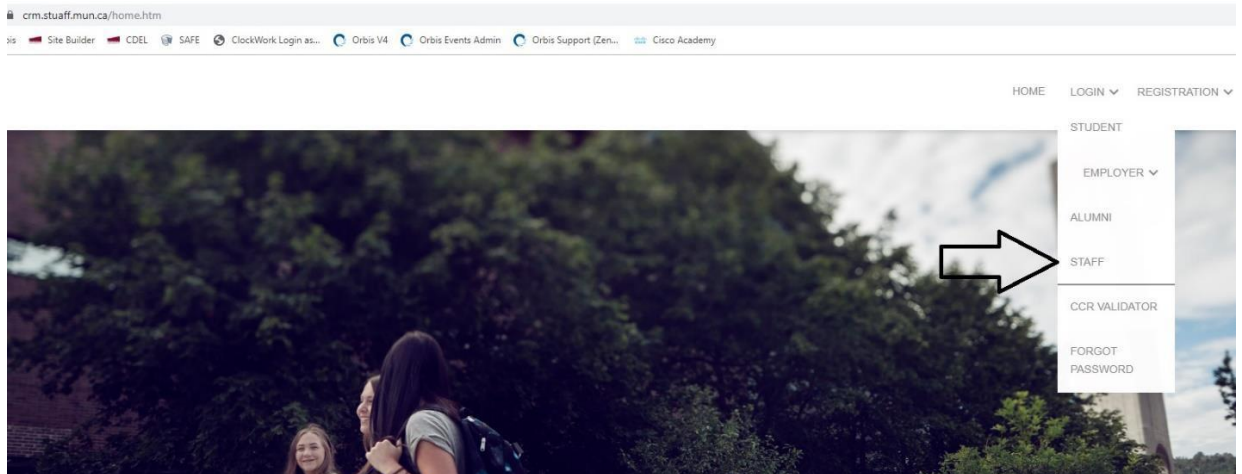
2. On the next screen, enter the license plate portion of your email (e.g., rwryan@mun.ca, license plate portion would be rwryan) and password. If you do not know this information, click "Login" and then click "Forgot Password". You will receive a password reset email. Once you complete this, move on to Step 3.

3. After you have updated your password (if needed), you can proceed to post the Job/Funding Request. In the left-hand pane, select "Campus Employment". Under that, select "MUCEP", then select "MUCEP Job Postings".
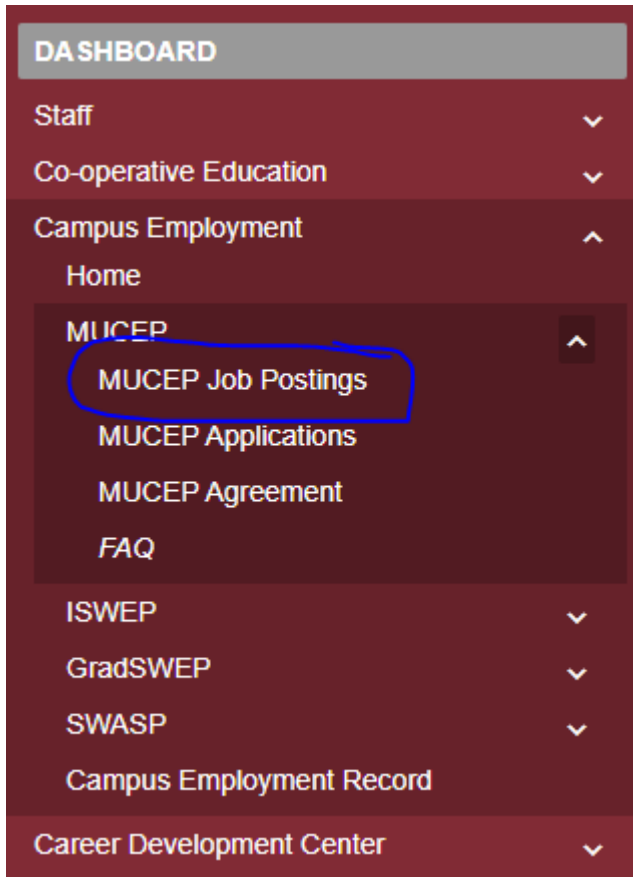
4.  On this screen, select the blue-colored "Post a Job" button located near the middle of the screen.
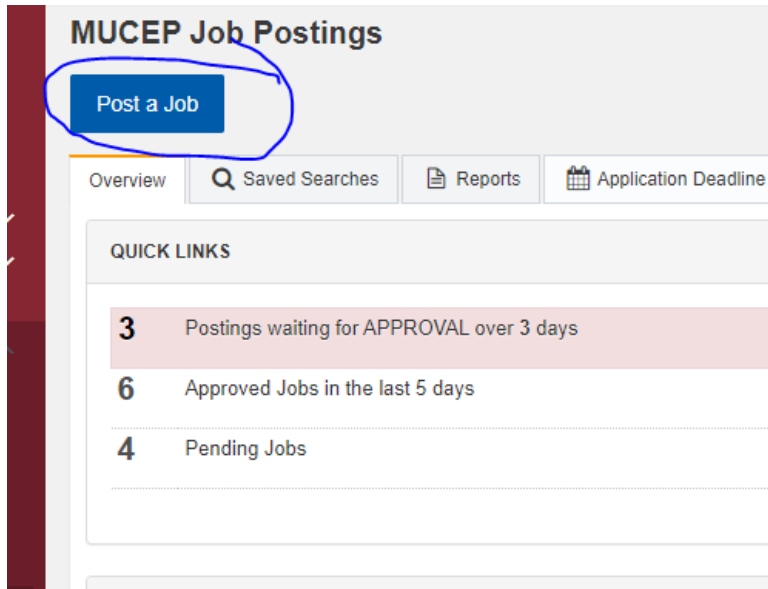
5. On this screen, start the process of entering the job information (which includes the requested number of positions and hours). Of great importance on this page is the **job number**. In this example, it is 90084.

   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 filled in.



**90084 - Untitled Posting**

Memorial University Newfoundland and Labrador - Career Develop

Job Posting

| Job Posting Status: | Unsaved |
| Internal Status | Not Set |

By submitting this application, grantholders are agreeing to:
- Participate in two brief, guided conversations with their student(s) to reflect and
- Encourage student's to post this experience on Memorial's Record of Experienc

Please note:  Additional information and resources will be provided to grantholders

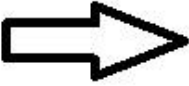Failure to participate in this process, will impact future funding.

**Company Info**

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

Clear Contact Info

Organization :                                       Memorial University Newfoundland and Labrado

                                                     Change Organization Contact

Division :                                           Career Development

6. 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.

An important part of MUCEP is the experience students gain through the process of applying for and being interviewed for a position. As a short-listed for positions to be interviewed prior to a final decision being made. The exception is the winter semester when the same studen

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

| MUCEP Funding Category *: | ⦿ Students Helping Students. This Includes positions in which st |
| | ◯ Research. This includes positions in which students use unive |
| | ◯ Administration. This includes positions in which students perfo |
| | Pick the MUCEP Funding Category that most closely represents your request. |
| Term Posted : | 2024/2025 ⌄ |
| Research Area/Project *: | |
| | If you selected Research in the MUCEP Funding Category above, please list the |
| Grant Holder Name *: | |
| Grant Holder Email *: | |
| Department *: | --Select-- ⌄ |
| Job Title *: | |
| Job Description *: | Source □ ◻ 🖶 ▤  ✂ ◻ 📋 ↩ ↪ |
| | B I S Iₓ  ≟ ≔  ⫤ ⫢  ⟩⟩ DIV⟨⟩ ≣ ≣ |
| | Styles ▾  Format ▾  Font ▾  Size ▾ |

7. Moving further down the job posting page, keep entering the required information. Please leave the Application Method at the first selection (as shown by the "UP" arrow below). Select the Documents that you require from the student. Many choose just a resume, but that is up to the Grantholder. Keep in mind that "Other" would be something like a drivers license of record of conduct.

MAX CHARS: **10000**      CHARS REMAINING: **10000**

Hours of Work *:

Flexible, Variable, Negotiable

**Posting Go Live**

Go Live Date:      02/06/2024 11:59 PM

**Application Method**

◉    Online

**Email Options**

◉    Email all applications to the email specified on the posting after the applications are released

◯    Do not email applications

**Application Information**

Application Deadline:*      03/07/2024      11:59 PM

Application Documents Required - New *:

Cover Letter ☐

Resume ☑

Transcript ☐

Other ☐

8. 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 why funding is needed. Don't forget to select BOTH check boxes under "Additional Information..." as these are required.

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

## Additional Information (Funding Request)

### Spring Semester

Spring Semester :  →  --Select-- ▾
Enter the number of students requested for this semester

Funding per student (Spring) :  →  --Select-- ▾
Indicate if position(s) are 40 or 80 hour

### Fall Semester

Fall Semester :  →  --Select-- ▾
Enter the number of students requested for this semester

Funding per Student (Fall) :  →  --Select-- ▾
Indicate if position(s) are 40 or 80 hour

### Winter Semester

Winter Semester :  →  2 ▾
Enter the number of students requested for this semester

Funding per Student (Winter) :  →  40 ▾
Indicate if position(s) are 40 or 80 hour

Highest Need Semester * :
○ Spring
○ Fall
● Winter
Please indicate your semester of highest priority

Explanation of Funding Request * :  →  Enter brief explanation of request    Please enter an explanation of why

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 ☐

By submitting this application, I agree to * :   Encourage students to post this experience on Memorial's Record of Experience (MORE) ☐

*9.* Please select the checkbox near the bottom of the screen to the right of the Signature area. Then select "Save Posting".

10. 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 grantholders 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 on the next screen. 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.
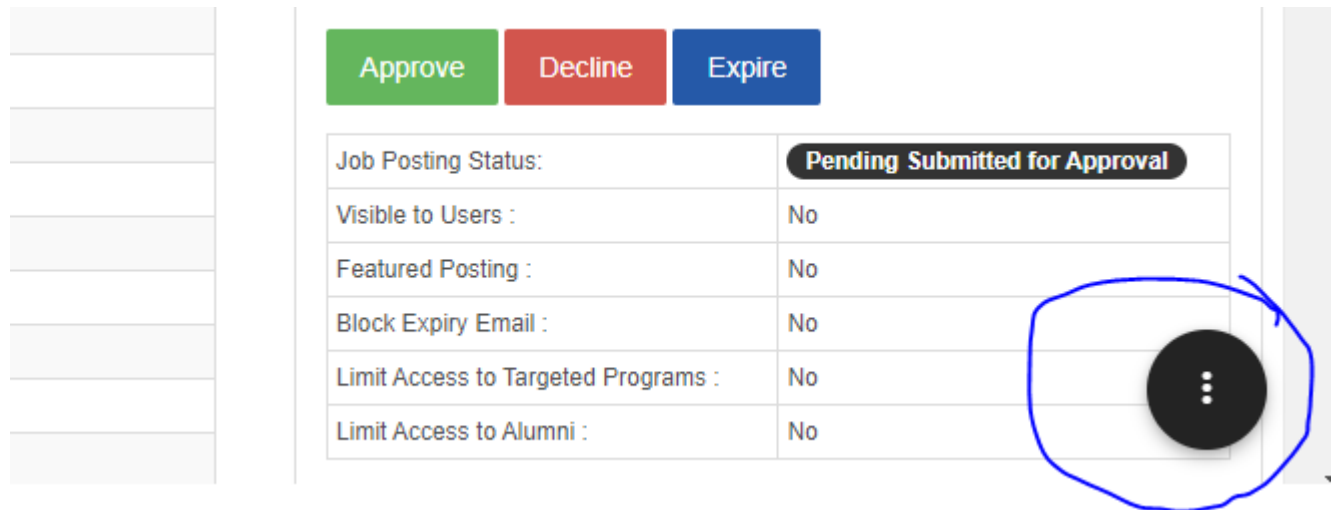
After you have selected between three and five of the competencies, click the "Save" button on the bottom. Also, click "Save" on the next page.

Assignable Competencies:

☐ SELECT ALL ⬜ Filter

☑ Academic Knowledge - Institutional Core Competencies

☑ Adaptability / Resilience - Institutional Core Competencies

☑ Communication - Institutional Core Competencies

☐ Creative Thinking / Problem Solving - Institutional Core Competencies

☐ Digital Literacy - Institutional Core Competencies

☐ Diversity Awareness / Intercultural Understanding - Institutional Core Competencies

☐ Leadership and Innovation - Institutional Core Competencies

☐ Professionalism - Institutional Core Competencies

☐ Social / Civic Responsibility - Institutional Core Competencies

☐ Teamwork - Institutional Core Competencies

Save   Skip

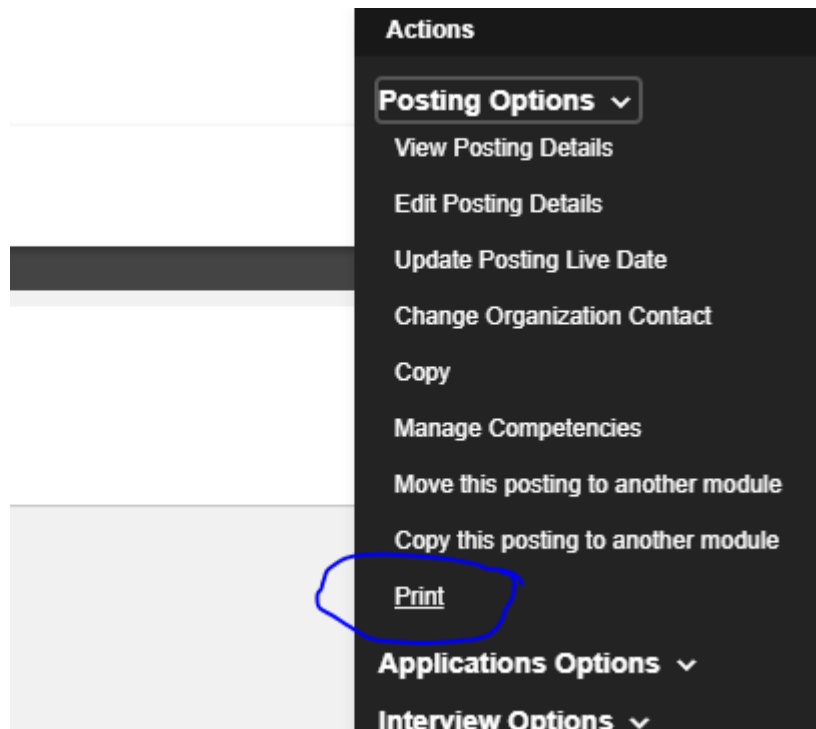**11.** On the next screen, click the "Action Circle" in the bottom right on the screen, then click "Posting Options", then click "Print" in the menu that pops up. **Important Note: If you do not print right away, when you log back in to print this job you will just have to do this step (Step 11) again.**

| 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 module
   Copy this posting to another module
   Print

**Applications Options** ⌄
**Interview Options** ⌄

12. The PDF application will open with the details of the MUCEP funding request. Print the PDF and have this form signed/dated by the Department Head. Please don't forget to print your name too. Scan to the attention of Carolyn Lono at mucep@mun.ca.

**Deans/Directors/Department Head Confirmation**

I agree that by signing this form, I offer my support to this applicant for MUCEP Funding, acknowledge that all students hired under MUCEP will meet the minimum requirements as set forth and confirm this Academic/Administrative Unit shall take administrative responsibility for the students.

Signed:_____ Print Name:

_____ Date:_____

20_____

13. You should also see your competencies on the main job posting screen. **DO NOT** click the "Approve" button, as this will be completed by Student Life staff.

**Anticipated Competencies**

- Academic Knowledge
- Adaptability / Resilience
- Communication

**POSTING ADMINISTRATION**

Approve    Decline    Expire

| Job Posting Status: | Pending Sub |
| Visible to Users : | No |