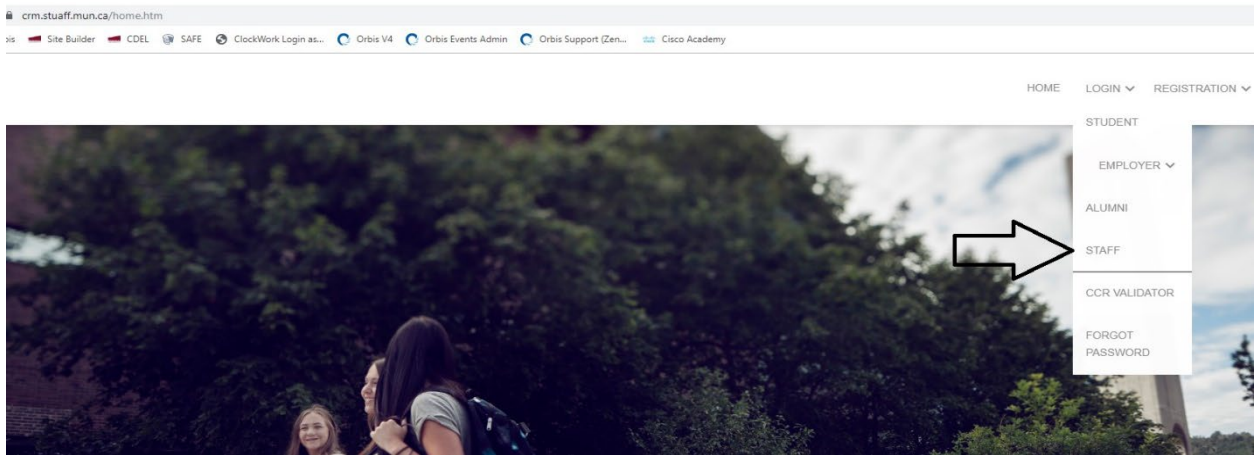


How to Submit Your ISWEP Funding Application

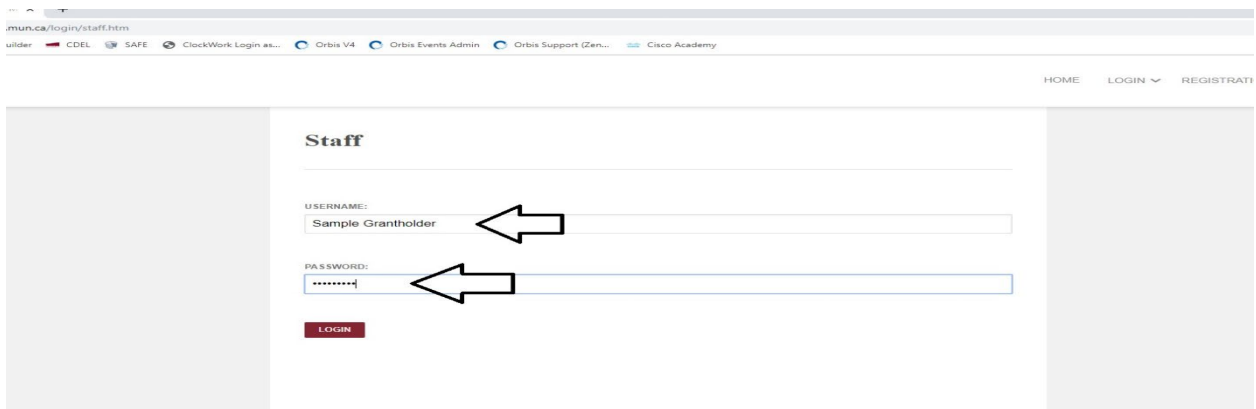
Step-by-Step Instructions

This document outlines the steps and provides screen shots to guide you in the process of submitting MUCEP request for funding application(s) for the 2024-2025 academic year. If there are any issues with this, please do not hesitate to email Tina Squires at mucep@mun.ca Robert Ryan at rwryan@mun.ca.

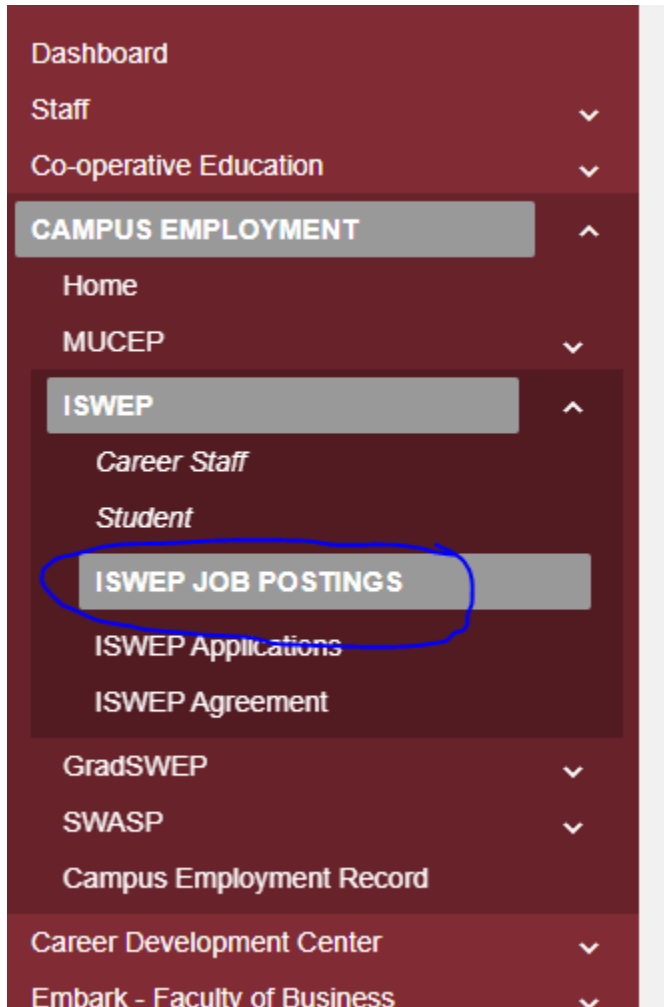
1. Open Google Chrome (do not use Internet Explorer) to the following site: <https://crm.stuaff.mun.ca> and click “Login”, then click “Staff”.



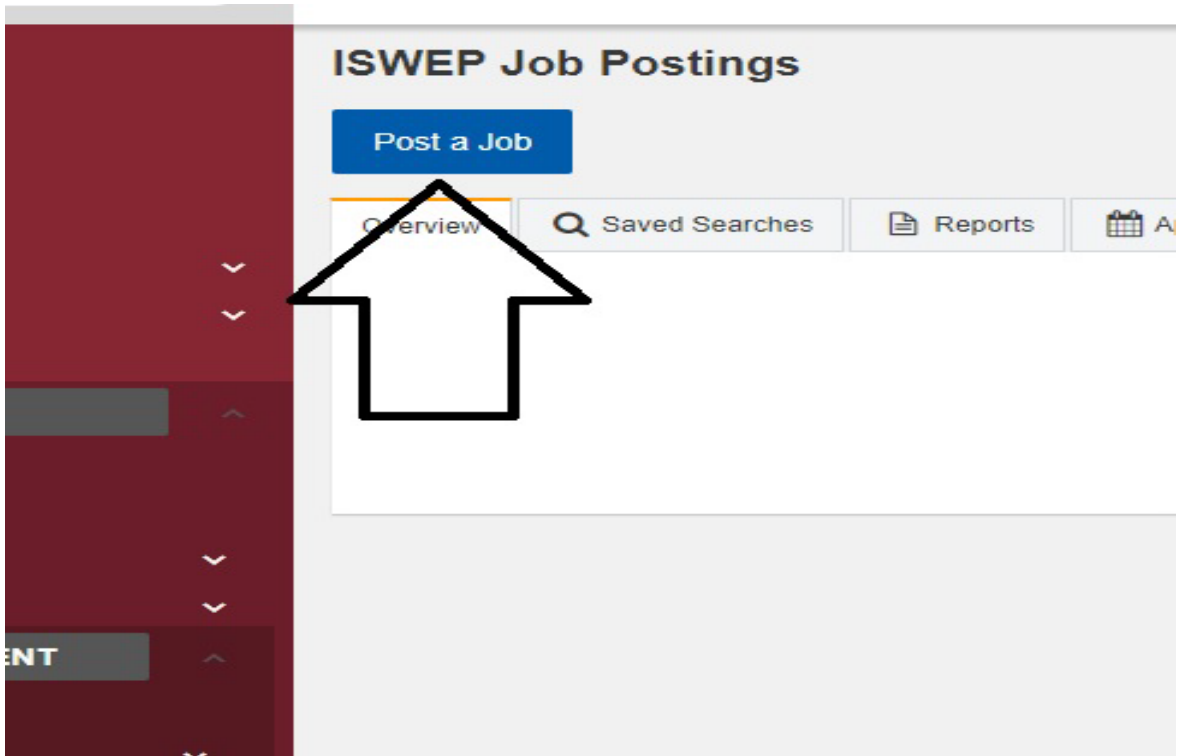
2. On the next screen, enter the license plate portion of your email (e.g., rwryan@mun.ca, license plate portion would be rwryan) and password. If you do not know this information, click “Login” and then click “Forgot Password”.



3. Once 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 “ISWEP”, then select “ISWEP Job Postings”.



4. 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.

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.

77820 - Untitled Posting
Memorial University - Career Development

Job Posting

Job Posting Status: Unsaved
Internal Status: Not Set

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.

Clear Contact Info

Enter Description for Company Info

Organization : Memorial University
Change Organization Contact

Division : Career Development

Job Contact First Name : Robert W

Job Contact Last Name : Ryan

Phone : 999.99

Email : rwryan@mun.ca

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. There is no need to edit the Term Posted field.

ISWEP Job Posting Information

General Information for Grant Holders

1. Use a separate form for each different position requested.
2. Find all relevant ISWEP grant holder forms can be found [here](#).

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

| | |
|----------------------------|--|
| Term Posted : | <input type="text" value="2024\2025"/> |
| Department *: | <input type="text" value="--Select--"/> |
| ISWEP Grant Holder Name *: | <input type="text"/> <small>Enter the name of the ISWEP Grant Holder.</small> |
| Grant Holder Email *: | <input type="text"/> <small>Please enter the email of the Grant Holder.</small> |
| Position Type *: | <input type="text" value="ISWEP Position"/> |
| Job Title *: | <input type="text"/> |
| Job Description *: | <div><p>Source [Icons]</p><p>B <i>I</i> S <i>I_x</i> [List Icons] [Quote Icon]</p><p>Styles Format Font</p></div> <input type="text"/> |



9. Moving further down the job posting page, keep entering the required information. For the Hours of Work field, please enter one of the following: Flexible, Variable, Negotiable. **DO NOT** enter a numerical value. No need to edit the fields marked with an X below.

| | | |
|------------------|----------------------|---|
| | | |
| | | MAX CHARS: 10000 CHARS REMAINING: 10000 |
| Hours of Work *: | <input type="text"/> | Flexible, Variable, Negotiable |

| | |
|-----------------|--|
| Posting Go Live | |
| Go Live Date: | <input type="text" value="02/07/2024 11:59 PM"/> |

| | |
|---|--|
| Application Method | |
| <input checked="" type="radio"/> Online | |
| Email Options | |
| <input checked="" type="radio"/> | Email all applications to the email specified on the posting after the applications are released |
| <input type="radio"/> | Do not email applications |

| | | | | | | | | | |
|---|--|--------------|--------------------------|--------|-------------------------------------|------------|--------------------------|-------|--------------------------|
| Application Information | | | | | | | | | |
| Application Deadline:* | <input type="text" value="03/08/2024"/> <input type="text" value="11:59 AM"/> | | | | | | | | |
| Application Documents Required - New *: | <table border="1"><tr><td>Cover Letter</td><td><input type="checkbox"/></td></tr><tr><td>Resume</td><td><input checked="" type="checkbox"/></td></tr><tr><td>Transcript</td><td><input type="checkbox"/></td></tr><tr><td>Other</td><td><input type="checkbox"/></td></tr></table> | Cover Letter | <input type="checkbox"/> | Resume | <input checked="" type="checkbox"/> | Transcript | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| Cover Letter | <input type="checkbox"/> | | | | | | | | |
| Resume | <input checked="" type="checkbox"/> | | | | | | | | |
| Transcript | <input type="checkbox"/> | | | | | | | | |
| Other | <input type="checkbox"/> | | | | | | | | |

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 why funding is needed.

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

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

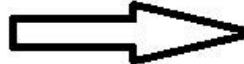
Winter Semester :



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

11. At the bottom of the job posting screen, you must first agree to the participation questions by selecting the first two checkboxes shown below. Next, select the third checkbox on the right as 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 Experiences (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.

| | |
|---|---|
| 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, and 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: _____ <input type="checkbox"/> |
|---|---|

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

12. 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](#).

Next, click Save, and then Save again on the following screen.

Assignable Competencies:

SELECT ALL

- 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

13. On the last screen, click the “Action Circle” in the bottom right on the screen, then click “Print” in the Posting Options 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**

14. The PDF application will open with the details of the MUCEP funding request. Print the PDF and have this form signed/dated by the Dean/Director/Department Head. Please don't forget to print your name too. Scan to the attention of Tina Squires at 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.

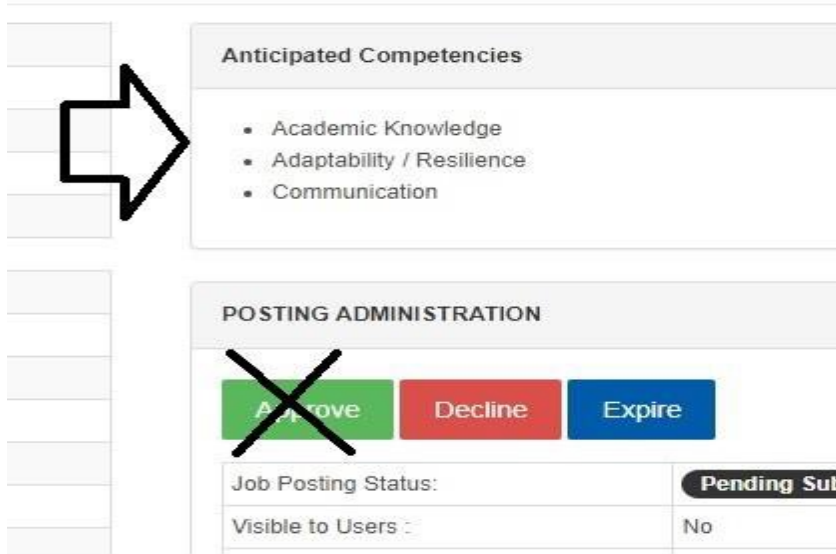
Dean/Director/Department Head

Signature: _____ Print Name:

Date: _____



17. 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.



The screenshot displays a job posting interface. On the left, there is a vertical sidebar with several empty rows. The main content area is divided into two sections:

- Anticipated Competencies**: A section with a light gray header containing a bulleted list:
 - Academic Knowledge
 - Adaptability / Resilience
 - CommunicationA large black arrow points from the left sidebar towards this section.
- POSTING ADMINISTRATION**: A section with a light gray header containing three buttons: a green "Approve" button (crossed out with a large black 'X'), a red "Decline" button, and a blue "Expire" button. Below the buttons is a table with two rows:

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