



GRADSWEP EMPLOYER INFORMATION

- Faculty and staff at Memorial apply to receive **funding (50% of the salary cost plus 7% benefits; maximum amount of funding provided is \$1000.32 per position)** for proposed graduate level positions. Approved positions are posted via my.mun.ca during the second full week of classes each semester.
- GradSWEP positions are open to **currently registered full-time graduate students**. The positions are for **75 hours** and are paid at the prevailing graduate student rate, currently **\$24.93** per hour effective from Sept 1, 2023 to Aug 31, 2024.
- Students will be set up and paid on a biweekly basis by their Department. However, Students must **submit hours on a weekly basis** to their employer or the employing department to ensure all total hours are worked at the end of their GradSWEP. **Career Development is not responsible for the submission of hours to payroll.**
- Students may hold a **maximum of two GradSWEP positions in a semester**. They may also hold a GradSWEP in conjunction with other forms of University funding (e.g., TA or RA), as long as their combined hours worked per week do not exceed the maximum allowable as defined by the School of Graduate Studies (24 hours per week).
- In an effort to continue and expand the program, each proposal must contain an **external community partner** who is willing to contribute **50% of the project's salary cost (plus benefits), equal to \$892 per approved placement.**
- **Community partners may include community-based non-profit organizations, action groups, volunteer groups, federal, provincial, territorial and municipal government departments and agencies as well as for-profit organizations.**

GRADSWEP PROPOSAL EVALUATION CRITERIA

Successful proposals would include the following elements:

- Be related to the student's field of study and/or career interests
- Require the student to use knowledge acquired while attending Memorial
- Involve a partnership with an external community agency
- Have the external community agency contribute 50% of the proposal salary cost (plus benefits), equal to \$892 per approved placement
- Be signed by a Memorial faculty/staff member and a member of the external community agency
- Letters of support from the external community agency are encouraged

Please Note:

Proposals will be adjudicated based on the above criteria, but due to limited financial resources, all proposals meeting the criteria may not be funded.

For further information please contact:

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