

Sample Work Study Job Posting

Job Posting Information	
Term Posted	2024 – 2025
Available Semester(s) of Employment	Fall/Winter Due to how students are approved for Work Study, positions can be posted for: <ul style="list-style-type: none"> • Summer only • Fall only • Fall and Winter • Winter only You can not post a S/F/W position
Position Type	Work Study
Work Study ONLY	Check this box to acknowledge the Work Study participation agreement
Position Title	Experiential Learning Program Assistant
# of Positions Available	1
Work Location	Hybrid NEW! Choose from in-person, hybrid, remote, flexible
Position City	Guelph
Position Province/State	ON
Position Country	Canada
Salary	\$17.50 for 12 hours per week Consider consulting the U of G Student Wage Grid. Students are more likely to apply to positions with an accurate, posted hourly wage.
Compensation Type	Hourly Wage
Start Date	September 5, 2024
End Date	April 21, 2025
	Summer reimbursement dates: First day of Summer classes through last day of Summer exams Fall-only reimbursement dates: First day of Fall classes through last day of Fall exams Fall & Winter reimbursement dates: First day of Fall classes through last day of Winter exams (includes hours worked over the holiday break, if applicable) Winter-only reimbursement dates: First day of Winter classes through last day of Winter exams
Position Description	<p>The Experiential Learning Hub is home to experiential learning opportunities on and off campus, co-op, career education, and community-engaged learning. Our vision is to deliver professional and career development opportunities that enable students to find purpose and thrive as scholars, professionals, and citizens in our global community.</p> <p>Job Description</p>
	Add as much detail as you can! What will the student be doing? Are there required or preferred pre-requisites?

<p>Use this space to expand on the hours per week or salary if there is a range.</p> <p>If you are a non-academic department, consider adding information about your department or team.</p>	<p>The Experiential Learning Research Assistant will be supporting the Experiential Learning Hub with research, programming, and special projects during the Fall and Winter semesters. We are seeking a student who is adaptable and open to trying new things; from presenting workshops to keeping research students connected, there are many opportunities to step outside of your comfort zone and strengthen new skills.</p> <p>Key duties and responsibilities:</p> <ul style="list-style-type: none"> • Assist with presenting a professional development workshop series for students engaged in research • Lead an online Discord community (Student Research Network) that aims to help students connect, network, learn about research opportunities, and engage in professional development. This involves organizing in-person and virtual social activities, liaising with guest speakers, and posting relevant information in the Discord. • Plan and schedule events promoting experiential learning • Engage in annual review of team resources and training modules • Resource development projects that assist the Experiential Learning Development & Recognition Team <p>Desired skills and competencies:</p> <ul style="list-style-type: none"> • Strong presentation skills (or a keen desire to improve your presentation skills) • Proficiency with Microsoft Teams and Discord • Leadership and group facilitation • Innovation and creativity • Attention to detail • Event planning and risk management skills are an asset <p>Scheduling details:</p> <ul style="list-style-type: none"> • This is a part-time, 10-15 hour per week hybrid position • We have an in-person team meeting every other week, but apart from that, you can choose to work on campus and/or remotely • Most hours should be scheduled Monday – Friday, 8:30 a.m. – 4:30 p.m., but you will have some flexibility, if necessary, with exceptions for scheduled workshops and meeting times
<p>Supervision & Coaching Structure</p> <p>This is a lengthy example to provide robust examples of what you can include.</p>	<p>Pre-service training and onboarding provided to the student:</p> <ul style="list-style-type: none"> • A full onboarding schedule will be created for the incoming student staff to orient them to the role, the department, relevant campus partners • Onboarding: <ul style="list-style-type: none"> ○ Online programs: Outlook, Teams, Tactic, Discord, GryphLife ○ EL Hub: in-office vs. WFH requirements, building tour ○ U of G: strategic plan, brand standards ○ Complete CourseLink modules: <ul style="list-style-type: none"> ▪ On-boarding for Student Staff ▪ Experiential Learning Guide for Students

[Learn more about integrating reflection and feedback into student employment.](#)

- EHS Worker Health and Safety
- Accessible Service Provision
- Positive Space Training
- Principles of Belonging: Anti-Oppression & Anti-Racism
- Sexual and Gender-Based Violence Awareness Training
- Department & Campus Partners:
 - EL Hub office structure, organizational chart, EL vision, mission, and values
 - Office tour and introductions: 1:1 meetings with necessary colleagues as part of onboarding
 - Introduction to EL Hub Marketing & Communications team
- Student staff will be in constant communication with supervisor where impromptu and casual/ongoing training will be provided

Guidance, mentorship, and/or coaching provided throughout the experience:

- Student staff will have daily access to supervisor - Quick daily check-ins if needed to touch-base about projects
- Student staff will meet with supervisor for weekly 1:1s where supervisor will provide consistent coaching/support following meetings, workshops and/or events or in preparation for upcoming meetings, workshops, and/or events
- Student staff will be invited to team and department meetings to build a network and learn from others in their professional career journey

How, when, and with whom the student has an opportunity to reflect on their experience and development.

- Supervisor will provide regular opportunities for student to reflect and debrief situations, making reflection a common and necessary element of their role
- Scheduled feedback and reflection meetings will be determined by supervisor and student during onboarding
- Supervisor will also incorporate career planning into the feedback/the project work of student to align tasks and reflection with future goals of the student with a focus on transferrable skill development

How, when, and with whom the student has an opportunity to receive informal and formal feedback on their performance and development.

- Student will have an opportunity to receive informal feedback during the 1:1 directly following each stage of a project and workshops facilitated
- Student will receive formal feedback at the end of each semester
- At the end of the experience, the student will reflect on competencies and complete the reflection questions within Experience Guelph at

	<p>for their position to be recognized on their Professional and Career Development Record</p> <ul style="list-style-type: none"> • Feedback will include: <ul style="list-style-type: none"> ○ Project responsibilities: Time management and project management ○ Skill development: Written and oral communication, leadership, information management, curiosity ○ Technical skill: Discord management, resource development ○ Feedback will also include constructive feedback for supervisor from student to ensure student is receiving the support needed from them (i.e. communication style, idea generation opportunities, research skills, presentation and leadership, adequate training or preparation, etc.)
<p>Anticipated student Learning</p> <p>Visit the articulating student learning in employment page for guidance.</p>	<p>In this role you will develop:</p> <ul style="list-style-type: none"> • Communication skills while facilitating workshops, chairing team meetings, and developing training materials • Digital & technical knowledge, teamwork, and leadership skills while helping students connect, network, learn about research opportunities, and engage in professional development through the SRN Discord community • Project management skills while creating new training materials and resources which will be used to support students with their goals for after graduation
Employability Outcome 1	COMMUNICATION – Written Communication
Employability Outcome 2	COMMUNICATION – Oral Communication
Employability Outcome 3	KNOWLEDGE – Digital & Technical
Employability Outcome 4	INTERPERSONAL – Leadership
Employability Outcome 5	PROJECT MANAGEMENT - Planning & Organizing
<p>Employability Outcomes are skills developed through training, coaching, and/or mentorship received during the placement; they are not skills the student already has.</p>	
<p>APPLICATION INFORMATION</p>	
Application Deadline	September 15, 2024 11:59 PM
Application Documents Required	Resume, Financial Needs Assessment Confirmation (Work Study/URA Only) You may check off any additional documents you'd like a student to include.
Additional Application Information	The EL Hub will complete this section with more information about the Work Study program, eligibility, and how to apply.
Application Method	Experience Guelph
Additional Email Options	Email applications as they are submitted

	You can also choose to receive all applications at the deadline. If you'd like applications to be sent to multiple people, you can enter additional email addresses to this field.
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Did you know you can set up pre-screening questions as part of your application?

If you require applicants to have a certain certification (i.e. protective Rabies titre, first aid, a driver's license) or acknowledge that shifts may take place over the weekend or early in the morning, you can set-up up to 10 pre-screening questions!

Ask open-ended questions or require applicants to answer a Yes/No or Multiple-Choice question. They will be required to answer the question(s) before submitting their application. Answers will be included in the application package.

For new job postings: After you press "Submit for Approval" on the first job posting page you'll be directed to the pre-screening page. If you are re-posting a previous position or are not prompted, email experience@uoguelph.ca with the question(s) and format and we can add it to your posting. *Please note: once your posting has received at least 1 application, pre-screening questions can not be removed or revised.*