Work Learn Proposal Submission Guide

1. Login to UBC CareersOnline (employer): https://ubc-csm.symplicity.com/employers. Please create an account if you do not already have one – it can take up to 24 hours for your account to be approved in the system.

2. Go to “Position Postings” under “Opportunities” on the left-hand side of the home page and click “Post an Opportunity”. Then select, “Post to This Organization and Sister Institutions Only”.
3. Under “Job Type”, select “UBC Vancouver Work Learn Program”.

4. Complete all the fields on the form. In particular, please ensure you address the following sections in detail (see Submission Guide for more tips):

   - **Job Description**
     - Work Performed
       - What are the student’s tasks and duties?
       - What is the level of supervision provided to the student?
       - What is the level of complexity of the tasks expected from the student? What are the impact/contribution of the student’s work to the goals of the unit or program?
     - Qualifications
       - What is the education level required of the student (e.g. undergraduate, graduate, year level, relevant course work)?
       - What are the previous skills / knowledge that the student must possess in order to be successful in this position?

   - **Contribution to the University community**
     - What are the impact/contribution of the student’s work to the goals of the unit or program?
     - What work have you done as a supervisor/department/unit to create a safe, supportive and inclusive workplace? What supports do you offer to students?

   - **Student Learning Components**
     - Supervision & Training
       - What kinds of orientation and training will the student receive?
       - What kinds of feedback and on-going support will the student receive?
       - What kinds of encouragement and support for reflection will the student receive?
Centre for Student Involvement & Careers

Connections & Learning
- What mentorship opportunities will be available for the student?
- What opportunities are available for the student to expand their network?
- How does this position develop and enhance the student’s personal learning and professional growth?

Career Exploration
- What skills and workplace competencies will the student gain in this role?
- How is this role preparing the student for future employment?
- How will this role support the student’s academic growth?

5. Please ensure you select at least one option for receiving applications. When you are ready to submit your research project proposal, click “Submit”.

Resume Receipt *
Please select at least one of the following two check boxes to ensure that student are able to upload documents:

- Select “Email”: Resumes will be emailed to you as they are submitted by applicants.
- Select “Save to my CareersOnline account”: Resumes will be saved in your account as they are submitted by applicants. You can login and review them online.

☐ E-mail me and save to my CareersOnline account  ☐
☐ Save to my CareersOnline account only  ☐
☐ Other Application Instructions (enter below)

Additional Documents Requested.
Select any additional documents you would like applicants to submit (in addition to resume).

☐ Cover Letter  ☐ Unofficial Transcript  ☐ Writing Sample  ☐
☐ Class Schedule

Submit  Save And Finish Later  Cancel

If you have any questions about the Work Learn application process, please contact the Workplace Learning staff at work.learn@ubc.ca.