Work Learn Proposal Submission Guide

1. Login to UBC CareersOnline (employer): [https://ubc-csm.symplicity.com/employers](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:

- **Job Description**
  - What are the student’s duties?
  - What is the level of supervision provided to the student?
  - What is the level of complexity of the tasks expected from the student?
  - How does this role relate to the goals of the unit/program?

- **Qualifications**
  - What are the previous skills / knowledge that the student must possess in order to be successful in this position?
  - What is the education level required of the student (i.e. undergraduate, graduate, year level)?
  - What are the elements needed for a student to be a great fit for this position?

- **Student Learning Components**
  - What kinds of orientation and training will the student receive?
What kinds of feedback and on-going support will the student receive? What mentorship opportunities will be available for the student?

What kinds of encouragement and support for reflection will the student receive?

How does this position develop and enhance the student’s personal and professional development? How does this position complement classroom learning?

What opportunities does this position offer for the student to develop workplace skills or graduate competencies?

What opportunities are available for the student to expand their network?

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)

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