THE UNIVERSITY OF BRITISH COLUMBIA
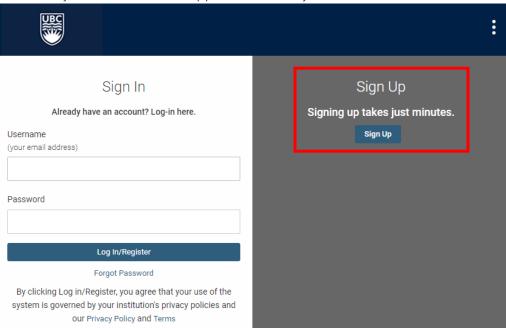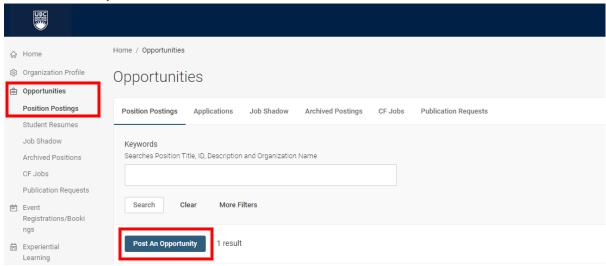
Centre for Student Involvement & Careers

Work Learn International Undergraduate Research Awards
Research Project 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. *Note:* 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".

Where would you like to post your job?   ×

This Organization and its Sister Institutions Only	Symplicity Network Schools
Post your job and reach qualified candidates from this organization and its sister institutions only.	Post your job and collect applicants across multiple schools on Symplicity Recruit. Fees apply. This school is included at no cost.
Post to This Organization and Sister Institutions Only	Post to Multiple Schools

3. Under "Job Type", select "**UBC Vancouver Work Learn International Undergraduate Research Awards Program**".

Position Type *

○ Full Time (30 hrs/wk or more)

○ Part Time (29 hrs/wk or less)

○ Volunteer

○ UBC Vancouver Work Learn Program

◉ UBC Vancouver Work Learn International Undergraduate Research Awards Program

○ UBC Arts Internship Program

○ Co-op - KIN Vancouver Campus (30 hrs/wk or more)

4. Complete all the fields on the form. In particular, please ensure you address the following sections in detail:

- Outline of Research Project -
    - *Please provide a high-level overview of the research project. How will the student advance and contribute to the goals of the project?*
- Student Responsibilities –
    - *Please provide a description of the different tasks that the student will be performing.*
    - *Who will be the student's supervisor? Please describe the level of interaction and ongoing support the student will receive.*
- Skills Gained –
    - *Select all skills that apply to the research position.*

- Qualifications –
  - *What skills/knowledge should the student possess to be successful in this job?*
- Do you already have a candidate(s) identified for this job?
  - *If you are working with a student on the proposal and/or have a student candidate in mind, please select "Yes" and you will not receive any student applications.*

*NOTE: Please make sure to click ''Save and finish later'' if the application has not been completed, or if you need more time to fill out the form, in order to save the changes made.

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 International Undergraduate Research Awards application process, please contact Workplace Learning staff, Centre for Student Involvement and Careers at worklearn.iura@ubc.ca.