



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.

The screenshot shows the UBC CareersOnline login and registration page. On the left, the 'Sign In' section includes a 'Log In/Register' button and a 'Forgot Password' link. On the right, the 'Sign Up' section is highlighted with a red box, featuring the text 'Sign Up' and 'Signing up takes just minutes.' with a 'Sign Up' button below it.

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".

The screenshot shows the 'Opportunities' page on the UBC CareersOnline website. The left sidebar contains a list of navigation links, with 'Opportunities' and 'Position Postings' highlighted by a red box. The main content area shows the 'Position Postings' tab selected, with a search bar and a 'Post An Opportunity' button highlighted by a red box. The text '1 result' is visible next to the button.



Where would you like to post your job?



Symlicity Recruit® Network Schools

Post your job and collect applicants across multiple schools (including **University of British Columbia**) using Symlicity Recruit. Fees may apply.

Post Job To Multiple Schools

This Organization and its Sister Institutions Only

Post your job and reach qualified candidates from this organization and its sister institutions only.

Post To This Organization And Sister Institutions Only

3. Under "Position Type", select **"UBC Vancouver Work Learn International Undergraduate Research Awards Program"**. *Please ensure you've selected the correct position type in order for our office to receive your submission.*

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?*



- *Details about how you provide an inclusive environment for international students. Provide specific examples such as ability to do some work remotely.*
 - *Do you welcome applications from students with no research experience or year 1 and 2 students?*
 - *What are the impacts of the research to the community? Students want to know what the impact of their contributions will be when they're choosing research projects.*
- **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?*
 - *Students are looking to know what specific skills are required to excel in the role. As an example, rather than merely stating 'communication skills', provide a specific example of what type of communication skills, how they will be used, the expected proficiency level and the training that will be provided if any.*
 - *Carefully consider what is the minimum level of qualification for each skill set.*
- **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, Career Centre at worklearn.iura@ubc.ca.