

## 2024-25 Work Study Program Additional Information and Checklist for Supervisors

### The Purpose of the Program

To assist our students by providing part-time employment opportunities to full-time students with demonstrated financial need.

To encourage participation in research and campus life and allow for our students to develop skills and have enriching experiences.

To assist and financially support faculty and staff with the administration of their campus programs and research.

To assist in meeting the University's strategic plan of creating a vibrant and intellectually-stimulating culture.

### Eligibility for Students

Registered in an undergraduate or graduate program at The University of Winnipeg

Registered in full-time studies (18 credit hours or more)

Completed 24 credit hours at The University of Winnipeg (or equivalent)

Have a minimum cumulative grade point average of 2.0

Demonstrate financial need (shortage between your expenses and resources)

Canadian citizen, permanent resident, protected person or an international student with a valid study permit

### Department Procedures & Responsibilities

Submit [Work Study Program Position Request Form](#) by **Saturday, August 31, 2024**. Provide as much detail as possible regarding duties and qualifications required. These descriptions will be reviewed by Human Resources who will assign them to the appropriate classification and pay rate. Project supervisors will be informed by late October/early November whether or not funding has been approved.

### Additional Details

Hours must be flexible to allow for students' academic schedules.

Determine if the work is expected to be done remotely (working from home) and/or on-campus and include this information in the job description.

Minimum wage in the Province of Manitoba is \$15.80 per hour as of October 1, 2024. Thus all positions must be posted at this rate or above.

Project expenditures that exceed the budget allocation are the responsibility of the hiring department.

Students are funded, not projects. Supervisors must hire eligible Work Study students or the positions will not be funded.

Projects must not contravene existing collective agreements and cannot displace a regular University employee or position.

Students must receive adequate supervision.

All projects must be completed and payment authorizations submitted by **March 31, 2025**.

Expenditures beyond this date are the responsibility of the hiring department.

See [Work Study Program page](#) for more information regarding this program.

**\*\*CHECKLIST ON THE NEXT PAGE\*\***

## Checklist for Work Study Supervisors

Checklist Summary	
	Get your Work Study budget from Awards (late October/early November)
	Post your Work Study position - Require the applicant to present their Notice of Work Study Eligibility from Awards
	Interview candidates
	Verify with Awards that this student does not have another active Work Study role
	Offer position to student
	Complete and send HR forms to <a href="mailto:HRIS@uwinnipeg.ca">HRIS@uwinnipeg.ca</a> to add student worker on MyHR. - Copy <a href="mailto:awards@uwinnipeg.ca">awards@uwinnipeg.ca</a> in this email so we get the update as well.

### Post your Work Study position

**PSAC-AC** (Markers, Demonstrators, Tutors, TA's) or **PSAC-RC** (Research Assistants) positions will be posted on the Human Resources Employment webpage. **Students must [apply online](#).**

- For (re)posting positions, please contact HR / [Elaina Stuar](#)