**OVERVIEW**

Ignite has transitioned to a wage subsidy model and is now open to all University of Windsor students who:

* Attend a mandatory Launch session (will be offered weekly from August to November);
* Are in good academic standing;
* Are registered in a minimum course load (60% for domestic and 80% for international).
* Students who are on a co-op work term or receive a full Graduate Assistantship are not eligible to participate in Ignite.

Supervisors will pay their students from their own departmental student casual wage account and will be reimbursed a wage subsidy in January (Fall positions) or May (Fall & Winter positions).

Job proposals will now be evaluated and awarded funding of up to $1,250 for a one term (Fall or Winter) position, or $2,500 for an 8-month (Fall & Winter) position. Successful positions that are awarded the wage subsidy funding will be notified the week of August 20th.

**EVALUATION PROCESS**

Proposals will be reviewed and scored by an Evaluation Committee using a comprehensive rubric. The rubric will evaluate the following criteria:

* Quality of learning outcomes
	+ For resources on writing learning outcomes, visit the [Centre for Teaching and Learning](www1.uwindsor.ca/ctl/links-cd)
* Opportunities for career competency/skill development
* Quality of supervisor support, feedback, and guidance
* Alignment with the University of Windsor’s Strategic Mandate Agreement
	+ [A copy of the SMA can be found here](https://www.uwindsor.ca/president/sites/uwindsor.ca.president/files/uwindsor_sma_2017-2020.pdf)

Each section will be evaluated as “Does not Meet Expectations”, “Meets Expectations”, or “Exceeds Expectations”.

Positions will be scored and ranked, and efforts will be made to distribute the funding across all requesting departments. The allocated budget will be maximized and will fund as many positions as the budget allows. The number of unfunded positions is dependent on the number of applications received.

**HELPFUL TIPS**

* If you repost an old position, you will have to review and edit the posting carefully. Some questions will have old data in them that may not make sense in the new question field. Review and edit your posting by clicking “Repost and Edit Posting” under My Previous Postings.
* Students like detailed job descriptions. Include specific details whenever possible to explain duties, projects, and day-to-day tasks of the job.
* Your learning outcomes should be specific, observable, and measurable. Think critically about what the student will be able to do, know, or value by the end of their employment, and make sure this is clearly articulated in your job posting.
* It should be clear to students what skill/competencies they will be able to develop or enhance as a result of working in your role, as well as what tasks or responsibilities demonstrate the chosen skills/competencies.
* Outline your plans for orientation, training, and ongoing supervision to demonstrate your student will be well supported throughout their employment.
* When requesting multiple positions, consider the number of hours of work you need, rather than the number of students you have usually hired in the past. Supervisors now can hire another student into the same position if the incumbent graduates in December or leaves the role.

**The deadline to post a job is Friday, July 27, 2018.**