

Submitting an Ignite Work Study Job Proposal



University
of Windsor

Career Development &
Experiential Learning

Submitting an Ignite Job Proposal

All faculty/staff considering hiring a part-time student through the Ignite Work-Study Program must complete a Job Proposal Application Form by the deadline indicated on the [Ignite-Work Study webpage](#).

Job Proposal Requirements

All faculty/staff considering hiring a part-time student through the Ignite Work-Study Program must meet the following requirements in their job proposals:

- Provide an opportunity for a student to apply their skills and knowledge in an authentic work setting and be exposed to workplace demands.
- Identify at least **one** competency that can be developed by students in the role.
- Articulate at least **one** learning outcome that can be achieved by students.
- Incorporate direct supervision, mentorship, and feedback by **one or more** current faculty or staff member.
- Must **not** contravene any collective agreement and must **not** include duties of a laid off University of Windsor employee.

What information is requested in an Ignite job proposal?

Submitting an Ignite Work-Study job proposal takes approximately 15 minutes and includes questions regarding the role you would like to subsidize. Information requested includes:

- Job duties and requirements
- Supervision and mentoring plans
- Learning outcomings and competency development
- Application instructions for candidates
- Account number students will be paid from

Job Proposal Submissions

- Job proposals can be submitted for one term (fall OR winter) or two-terms (fall AND winter).
- A job proposal can request multiple job openings, but a separate proposal is required for every unique position.
- Summer ignite job proposals are separate from fall or winter proposals and will be scored independently.
- Since students will select the jobs that best meet their needs, there is no guarantee that all positions will be filled.

- Career Development and Experiential Learning reserves the right to restrict the number of positions approved.

Evaluation Rubric

Individuals that sit on the Provost’s Council (i.e. those in a Dean or AVP role) are given the opportunity to review and notify Career Development and Experiential Learning of the positions that are deemed a priority for the operations of their unit.

Provost’s Council uses the following rubric to evaluate three priority areas:

1. Competency Development
2. Quality of Learning Outcomes
3. Mentorship and Supervision

Criteria	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
Competency Development /50 Review scoring here	Job description does not clearly outline tasks involved in the job. Lists at least 1 competency a student can develop but does not adequately describe how they will develop it. (10)	Job description clearly outlines tasks involved in the job, lists at least 1 competency a student can develop, and describes how they will develop it. (30)	Job description clearly outlines tasks involved in the job, lists more than 1 competency a student can develop, and draws a clear connection between the role and the development of selected competencies. (50)
Mentorship & Supervision /30	Addresses only 1 of the following areas: plan for orientation, plan for training, plan for ongoing supervision/mentorship. (10)	Addresses 2 or more of the following areas: plan for orientation, plan for training, plan for ongoing supervision/mentorship. (20)	Clearly describes plan for orientation, training, and ongoing supervision/mentorship. (30)

<p>Quality of Learning Outcomes</p> <p>/20</p>	<p>Learning outcomes are not observable or measurable or it is unclear which tasks will help students demonstrate their learning.</p> <p>(10)</p>	<p>Learning outcomes are observable or measurable and relate back to the job description.</p> <p>(15)</p>	<p>Learning outcomes are observable, measurable, and clearly describe how students will demonstrate their learning through specific tasks.</p> <p>(20)</p>
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Questions

For questions related to the Ignite Work Study Program, contact ignite@uwindsor.ca or call 519.253.3000 x 2577.