

How to Clone a Previous Proposal

Please follow these instructions carefully, as they must be done in the correct order to ensure a NEW proposal is sent and not the old one being reactivated. A new proposal must be submitted to be considered for Ignite.

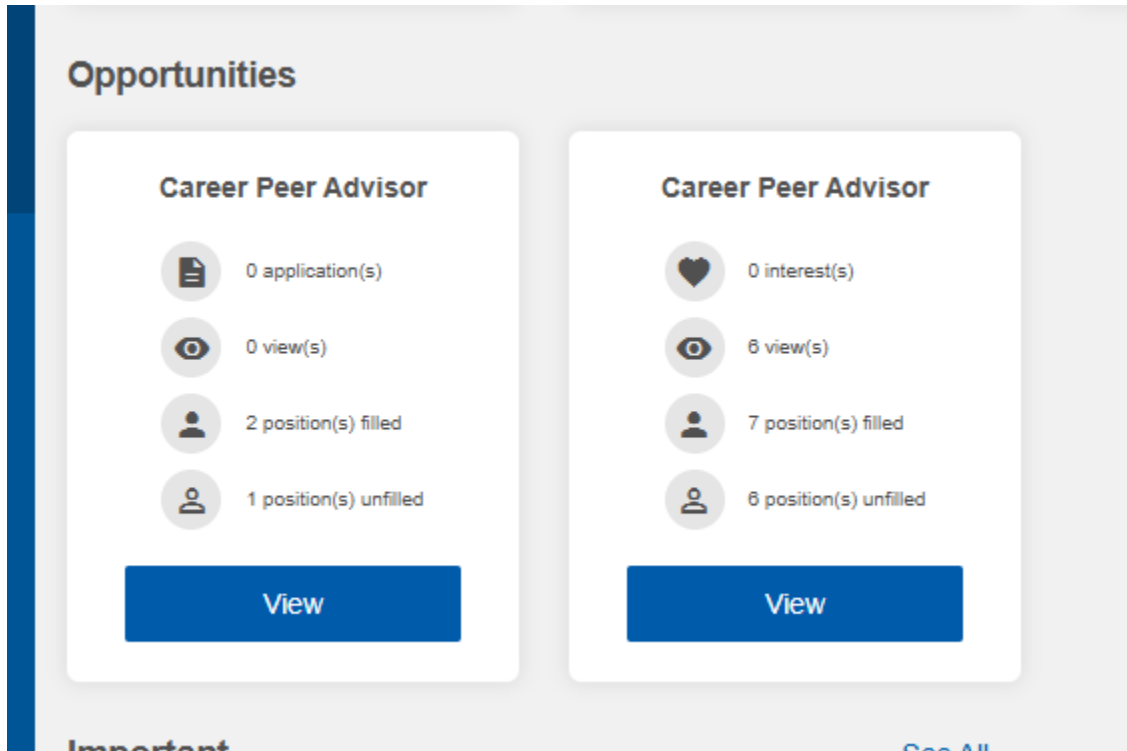
1. Log in to my success (uses SSO). <https://success.uwindsor.ca/>

The screenshot shows the MySuccess dashboard for Krista Kelly. The top navigation bar includes 'OVERVIEW', 'JOB POSTINGS', 'INTERVIEWS', and 'RECORDS'. The left sidebar contains a navigation menu with 'DASHBOARD' (selected), 'UWindsor Faculty / Staff Information', 'Career', 'Co-op', 'IGNITE - Work Study', 'Job Shadow', 'VIP-CSL', and 'Logout'. Below the sidebar is a 'Notification Centre' with 'No new notifications to view'. The main content area is titled 'Welcome Krista Kelly' and includes tabs for 'Dashboard', 'Job Postings', 'Interviews', and 'Records'. The 'Overview' tab is active, showing a 'My Information' section. The main content area contains a welcome message, a list of actions to take, and contact information for the Career Centre and Co-operative Education & Workplace Partnerships.

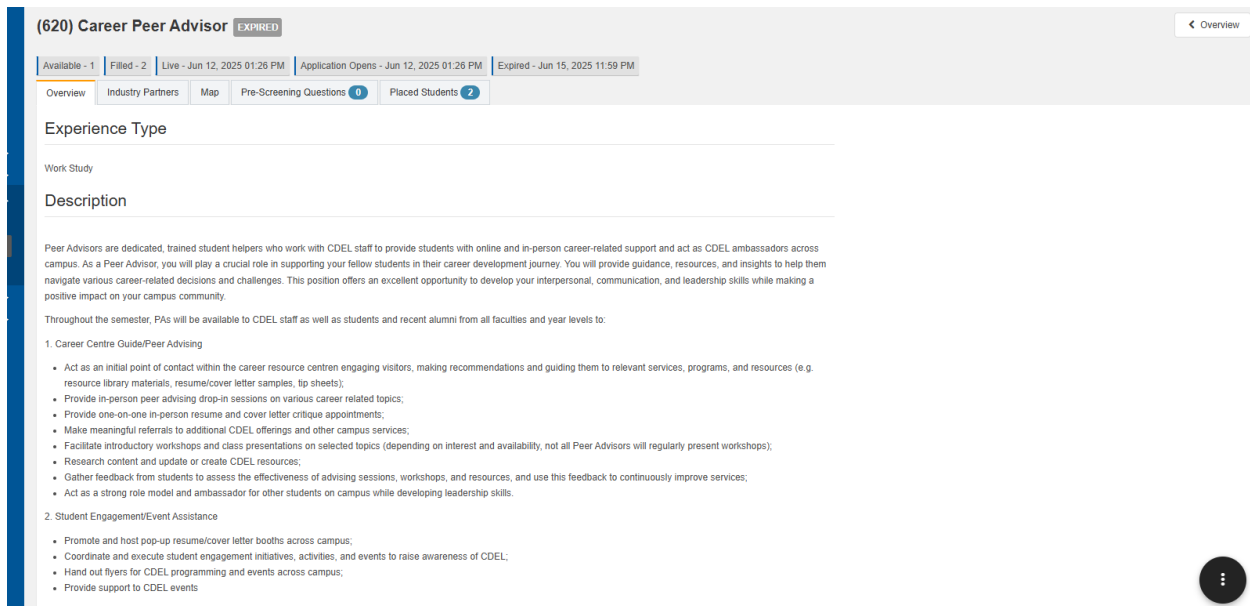
2. Go to “IGNITE- Work Study”.

The screenshot shows the MySuccess dashboard for Krista Kelly, specifically the 'IGNITE Work Study' page. The left sidebar is the same as in the previous screenshot, but the 'IGNITE - WORK STUDY' menu item is selected. The main content area is titled 'Welcome, Krista IGNITE Work Study' and features four summary cards: 'Applications' (0), 'Interests' (0), 'Records' (9), and 'Views' (6). Below these cards is an 'Opportunities' section with two 'Career Peer Advisor' cards. The first card shows 0 application(s), 0 view(s), 2 position(s) filled, and 1 position(s) unfilled. The second card shows 0 interest(s), 6 view(s), 7 position(s) filled, and 6 position(s) unfilled. Both cards have a 'View' button. At the bottom of the page, there is an 'Important' section with a 'See All' link.

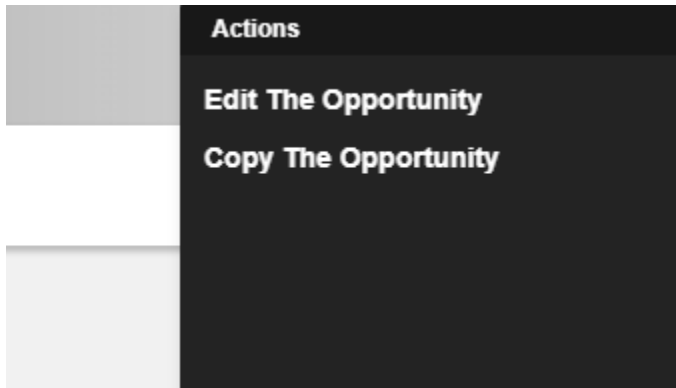
3. To repost, select the opportunity from last year that you want to resubmit.



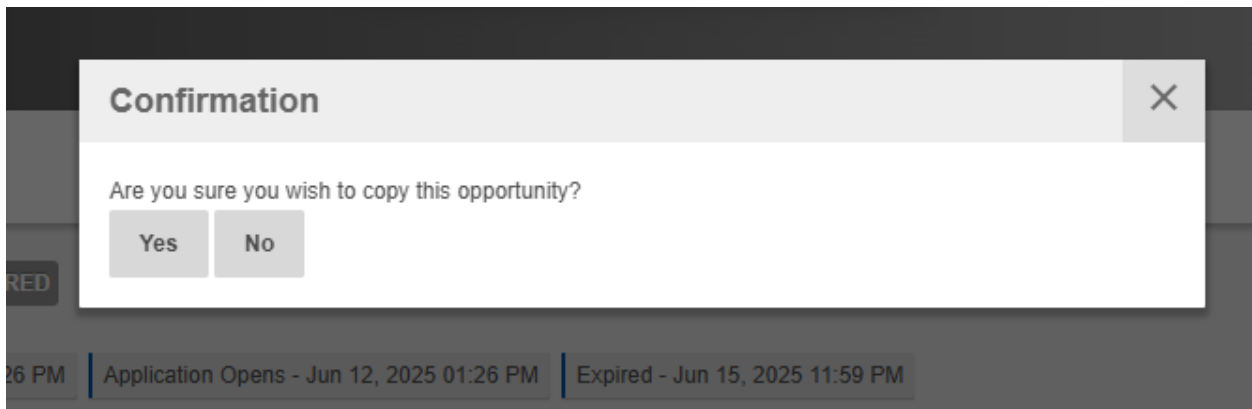
4. Click view. Then, click the three dots on the bottom of the screen.



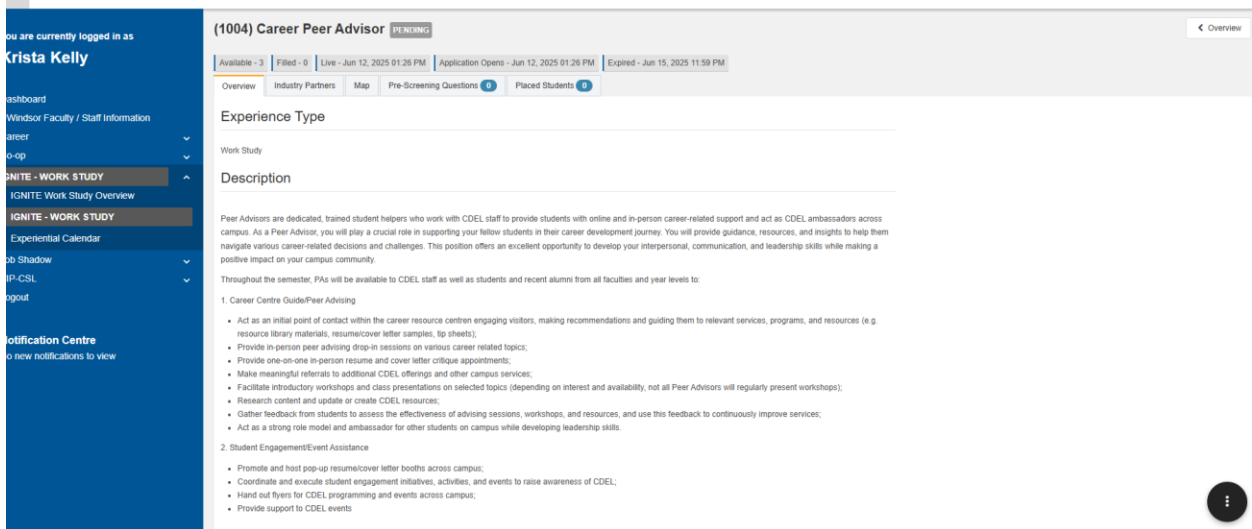
5. Click "Copy the Opportunity".



6. And click “yes”.



7. Now you will have an exact duplicate of your previous proposal with a new opportunity number.



8. Click the three dots at the bottom again and then click “edit the opportunity”.

Logged in as Krista Kelly

INTERVIEWS RECORDS

Actions
[Edit The Opportunity](#)
[Copy The Opportunity](#)

Clearly defined learning outcomes are an essential part of providing a meaningful experiential learning opportunity. These outcomes should demonstrate how the position offers opportunities for student growth. The learning outcomes you outline in your proposal will be reviewed and considered as part of the evaluation process when determining funding approvals.

* Outline a minimum of 3 learning outcomes that students who successfully complete this Ignite role can expect to achieve. (max 1000 characters or approx. 150 words)

"After working in this role, a student will be able to..." Students will enhance their interpersonal and communication skills by actively engaging with diverse students, delivering in-person peer advising sessions, and conducting one-on-one resume and cover letter critiques. This includes developing active listening, empathetic advising, and constructive feedback techniques.

- Students will develop strong organizational and leadership abilities through managing drop-in sessions, coordinating and executing student engagement initiatives and events, and acting as an ambassador for CDEL across campus. This outcome emphasizes initiative, responsibility, and the ability to guide others.
- Students will cultivate research and analytical skills by researching content to update or create CDEL resources and by gathering and utilizing student feedback. This outcome highlights the ability to critically evaluate and synthesize information to enhance program delivery.

9. Review the opportunity carefully and make any changes required such as: pay, dates, job requirements, duties, resume/cover letter submission etc.

Edit Opportunity (1004) Career Peer Advisor PENDING

[← Overview](#) [← Back to Opportunity](#)

Available - 3 Filled - 0 Live - Jun 12, 2025 01:26 PM Application Opens - Jun 12, 2025 01:26 PM Expired - Jun 15, 2025 11:59 PM

Experience Type

Work Study

CONTACT AND SUPERVISION INFORMATION

* Contact First Name:

* Contact Last Name:

* UWindsor Contact Email:

* Will you be the individual directly hiring, supervising, and mentoring the student(s)?

You can only select 1 options.

SELECT ALL

Yes

No

Note: The supervisor should be a faculty or staff member with the authority to hire and supervise student staff. If the direct supervisor is someone other than the person completing this proposal, please enter their contact information below.

* Department or Faculty:

10. Once everything is reviewed, scroll to the bottom of the page and hit “save” to submit the proposal to Ignite. Do not worry about the “go live date” as that will be fixed by Ignite upon approval.

Additional Details

Accepts Applications: Checking this will allow students to apply to this opportunity with an application package. Leaving it unchecked will only allow students to show interest in this opportunity

Number of Positions:

This is the number of positions offered in the first term selected above. This may be changed later and does not carry over to every term opening in the future. It can be left at 0 to update later

Go Live Date:

Applications Open Date:

Expiry Date:

Required Application Documents:

SELECT ALL

Resume

Cover Letter

Save Cancel