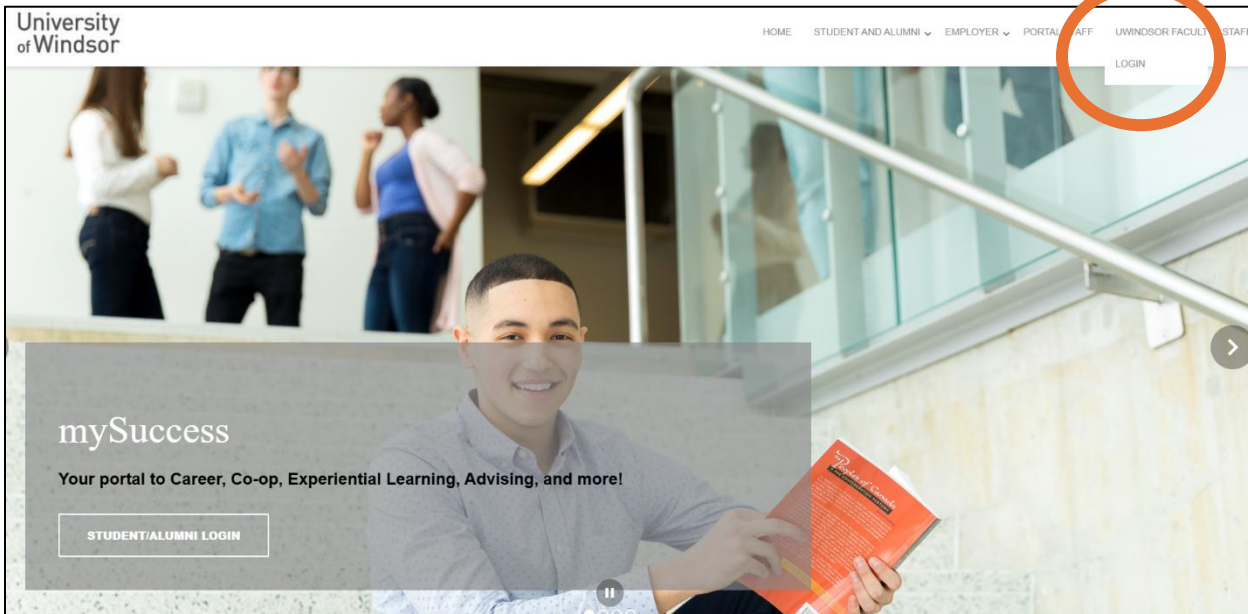


Ignite Supervisor Proposal Process

1. Log in to mySuccess via <https://success.uwindsor.ca/> using your Staff/Faculty Account.
NOTE: mySuccess uses SSO (single sign-on), so if you are using your University device, you should be signed in automatically.



2. Select **IGNITE – Work Study** from the side menu and then click **Ignite – Work Study** again.

The screenshot displays the mySuccess user dashboard for Samantha Bell. The left sidebar contains a navigation menu with the following items: Overview, My Account, Career, Co-op, **IGNITE - Work Study**, VIP-CSL, and Logout. The main content area is titled 'Welcome Samantha Bell' and includes sections for 'Discover your next star employee here!', 'What can you do here?' (with a list of actions like 'Use the free job board to post your full-time, part-time, summer, and volunteer job postings'), and 'Tips, Resources & Information'. A large orange arrow points from the 'IGNITE - Work Study' menu item in the sidebar to a detailed view of the 'IGNITE - WORK STUDY' sub-menu. This sub-menu is titled 'Samantha Bell' and lists: Dashboard, My Account, Career, Co-op, **IGNITE - WORK STUDY** (circled in orange), and Experiential Learning. Below this are links for VIP-CSL and Logout.

3. This will bring you to your dashboard. Click “Create New +” to go to a new proposal.

The screenshot shows the mySuccess dashboard for user Samantha Bell. The dashboard includes a navigation menu on the left with options like Dashboard, My Account, Career, Co-op, and IGNI TE - WORK STUDY. The main content area displays a welcome message and four summary cards: Applications (0), Interests (0), Records (0), and Views (2). Below these are sections for Opportunities, Important, and a notification. A 'Create New +' button is circled in orange, and a large orange arrow points down to a separate 'Create New +' button.

4. This will bring you to the proposal page. If you are prompted to add an “Industry Partner”, select “skip” and move on to the proposal.

The screenshot shows the 'Add Industry Partners' form. The form has a progress bar with four steps: Experience Type (checked), Terms and conditions (checked), Industry Partners (Optional) (not checked), and Details (not checked). Below the progress bar is an 'Industry Partner Lookup' field. A message states: 'An opportunity is able to exist without an industry partner. Looking one up to add to this opportunity is optional.' At the bottom, there are three buttons: 'Next' (blue), 'Skip' (grey), and 'Cancel' (red).

Your contact information should be pre-populated. Please double-check to ensure accuracy. Complete the proposal. For the job description and job requirements portions, it is recommended that you write them in a separate Word document and then copy and paste them into the text boxes. Refer to the Ignite Proposal Guide for guidance on key elements of the proposal.

NOTE: If you are submitting this on behalf of someone, please select “No” for the “Will you be the individual directly hiring, supervising, and mentoring the student?” This will prompt an additional question for you to input the supervisor's details.

5. Continue providing information about the faculty etc. The departmental account number is required. Please ensure you have the right account number before submitting your application.

* Department or Faculty

* Are you authorized to hire and pay a student out of a departmental operating, research, or trust account? You can only select 1 options.

SELECT ALL

Yes, I have authority over an operating, research, or trust account.

No, but have been granted permission by the person in my department who does (Dean, department head, manager, etc.).

I have been authorized by the Career Centre to hire on behalf of an organization periphery to the University of Windsor (UWSA, GSS, OPUS, CJAM, WUFA, etc.).

* Departmental account number from which the student will be paid (must end in 81520.WKS.00.000).

An account number must be provided to be considered for funding.

Note: Employers are required to pay students an hourly wage on a bi-weekly basis through UWinSite People from a departmental WKS account. Reimbursement for eligible wages will be processed after the end of the academic year to the account indicated on this form.

Any costs exceeding the approved Ignite funding allocation are the responsibility of the department. Payments made from accounts without a WKS classification ending in 81520 will not be eligible for reimbursement.

* Which semester(s) are you applying for?

Please submit all requests for both Fall AND Winter. There will be no additional call for Winter positions at this time.

6. Input the Student Job Title and Job Description. It is recommended that you write it in a separate Word document and then copy and paste so you can work on the job description before submitting and have it saved separately. Basic formatting options are available.

program.

* Student Job Title

* Job Description

example student job info

- task 1
- task 2
- task 3

Positions must not include the duties of any unionized employee who is on layoff.

7. Identify if this position is available to certain programs only. Students in all disciplines will still be able to see the job; however, they will be told which academic programs have priority. Then, fill in the required skills and qualifications. You can add more specific information about program requirements here as well.

* Will preference be given to students enrolled in a specific academic program/major for this role?

Note: All students will be able to view and apply for all positions, but program preferences will be displayed on the job posting.

* Required Skills and Qualifications

example skills and qualifications

- test 1
- test 2

8. Input the rate of pay and estimated weekly hours. This information will be shared with the student when they apply. Positions must pay a minimum of \$17.95 per hour.

Please include the expected working hours e.g. weekdays, weekends etc. You may leave the anticipated start and end date blank unless you have specific dates in mind.

NOTE: The first possible day of work for Ignite 2026-2027 is September 14, 2026. Students will not be eligible for reimbursement for hours worked before September 14th. Students cannot work until the hiring process has been completed.

* Hourly Rate of Pay

Paid

amount \$

frequency

hours per week /hpw

All positions must pay a minimum of \$17.95/hr. Enter the number only (no dollar sign).

Anticipated Start and End Date

(Select all that apply.)

* Expected schedule for working hours

SELECT ALL

Weekday Business Hours

Evening/Weekends

Specific hours (outlined in Job Description)

Flexible

9. The next questions are regarding the application process and how you plan to fill the role. You have the option to hire on your own or to post the job on mySuccess. You may select if you want a resume or a resume and cover letter to be submitted.

This is also the place to indicate how many positions you are requesting. Remember, you may not get all of the positions you ask for. Use this space to indicate the priority of this job if you are proposing more than one Ignite job.

* Do you already have students in mind to fill all of the openings requested on this job proposal?

SELECT ALL

Yes, if I receive funding I will not need to advertise this position.

No, I don't have any candidates in mind yet and would need to advertise the position if I receive funding.

I have some candidates already identified, but still may need to advertise the role.

Note: All advertised positions will be posted via mySuccess by mid August 2025. You will be responsible for accessing and monitoring your applications by logging into mySuccess with your UWinID and password. Employers will be hiring on an on-going basis with a deadline for all positions of October 27th, 2025. Postings will be removed from the system once filled.

If you indicate that you will not need the job advertised, your position will not be posted.

Please select the application materials required when students are uploading their application to mySuccess.

SELECT ALL

Resume

Cover Letter

* Number of Openings Requested for this Position

If you choose "no", you will be asked to assign a priority to this position.

* Is this the only Ignite job proposal you are submitting?

If you choose "no", you will be asked to assign a priority to this position.

* Is this the only Ignite job proposal you are submitting?

Assign 1 to your **highest priority** position.

Use 2, 3, 4, etc., for each additional proposal in descending order of priority.

Please indicate the priority of this position among all your submitted proposals.

10. Proposals now require a minimum of three learning outcomes. Provide an outline of learning outcomes that the student can realistically achieve during their employment in this Ignite position.

LEARNING OUTCOMES

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)

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After working in this role, a student will be able to...

- learning outcome 1
- learning outcome 2
- learning outcome 3

11. As of 2025-2026, proposals require jobs to be linked to at least one University of Windsor Aspire strategic goals.

(<https://www.uwindsor.ca/publicaffairs/sites/uwindsor.ca/publicaffairs/files/uwindsorstrategicplan.pdf>)

Select at least one goal from the list and then describe how your job will help achieve that priority.

ASPIRE

The University of Windsor's [Aspire strategic plan](#) outlines key priorities that guide the university's commitment to student experience, community engagement, research impact, and inclusive excellence. Demonstrating how your proposed Ignite position aligns with these institutional priorities ensure that work-study opportunities contribute to broader campus goals. Alignment with Aspire will be considered as part of the proposal evaluation process.

(Select all that apply.)

Identify at least one strategic priority from UWindsor's Aspire strategic plan that aligns with your proposed Ignite position.

SELECT ALL Filter

- Advancing Bold Impactful Research, Scholarship, and Creative Activity
- Advancing the Journey toward Truth and Reconciliation
- Becoming an Increasingly Equitable, Diverse, Inclusive, and Just University
- Ensuring High Quality, Relevant, and Just Teaching, Learning and Student Experience for Everyone
- Fostering an Engaged, Healthy, Safe, and Environmentally Sustainable Campus
- Generation Local and Global Impact through Partnerships and Community Engagement

Briefly describe how your position supports or advances the strategic priority you selected.

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students will advance research by example and example

12. The last part of the application is for the Ignite admin's use. **No action from you is needed.**

Additional Details


Accepts Applications: Checking this will allow students to apply for this opportunity. Leaving it unchecked will only allow students to show interest in this opportunity

Number of Positions: This is the number of positions in the Ignite role. It 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

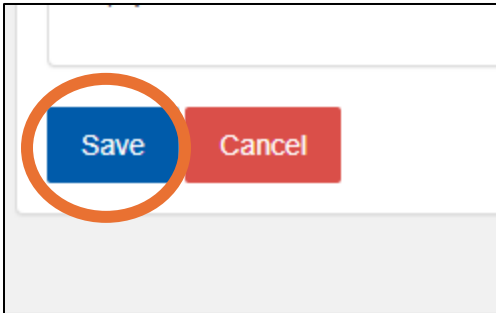
Go Live Date:

Applications Open Date:

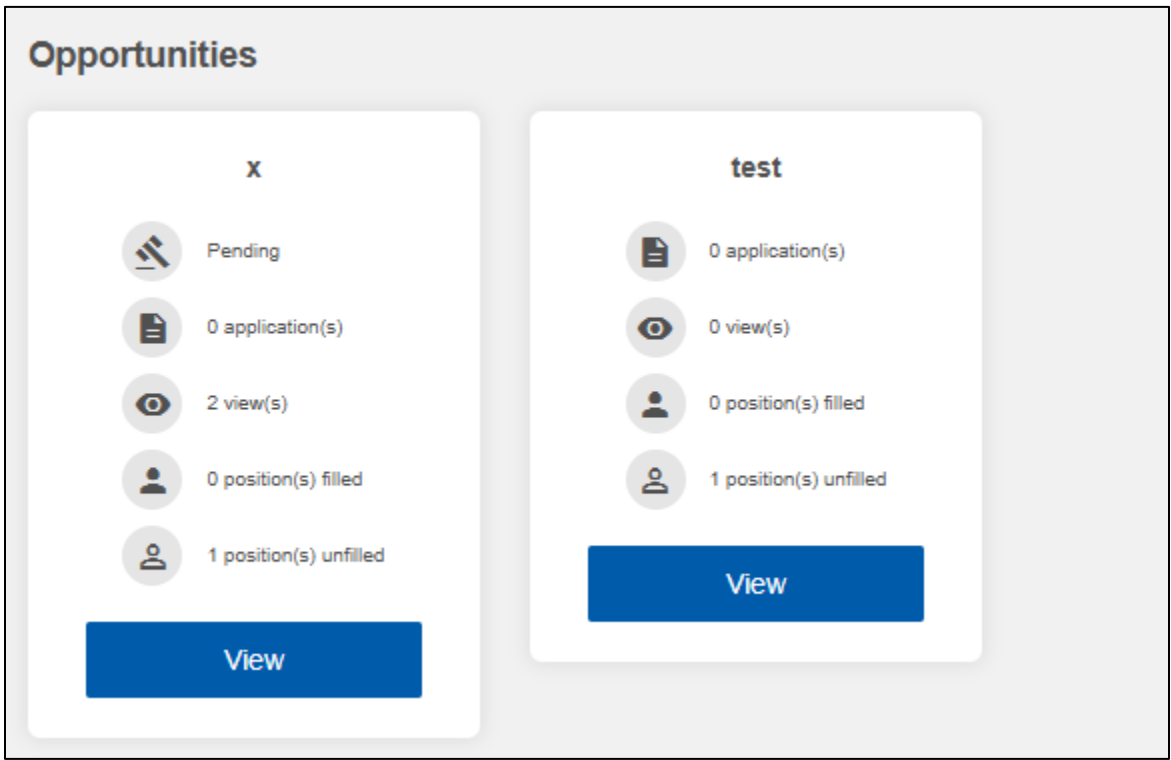
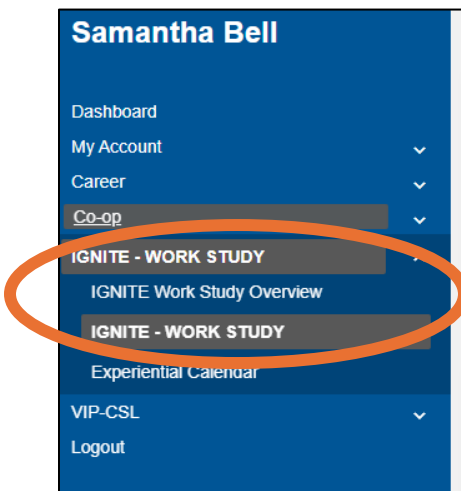
Expiry Date:



13. Click save, and the proposal will be sent to the Ignite team to review.





14. You can check in on your proposal on your dashboard. Access your dashboard by logging into MySuccess as a Staff/Faculty, then clicking IGNITE -WORK STUDY like you did before.



COMPLETING / DELETING PROPOSALS

If your proposal is not submitted, you will be prompted on your dashboard with a notification. It will direct you to save and submit the finished proposal. Click the black circle with the three dots to open the complete or delete option.

Important See All

-  Complete your incomplete **Work Study** opportunity.
May 27, 2025
-  Complete your incomplete **Work Study** opportunity.
Apr 23, 2025

(617) INCOMPLETE < Overview

Available - 0 | Filled - 0

Overview

This opportunity is incomplete.

Experience Type

Work Study

Description


CONTACT AND SUPERVISION INFORMATION

* Contact First Name	Samantha
* Contact Last Name	Bell
* UWindsor Contact Email	Samantha.Bell@uwindsor.ca

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

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



Actions

- Complete The Opportunity**
- Delete The Opportunity**

EDITING PROPOSALS

After your proposal is complete, you can still edit it before the proposal deadline. All proposals will be on your dashboard. (Sign in as staff/faculty > IGNITE-WORKSTUDY)

