

Work Study Job Form Checklist

This document contains a checklist of all the pieces of information you will need to complete the Work Study Job Submission Form. One sample is for the Work Experience stream, and one is for the Research Experience stream. For additional details and support, review the [Work Study Job Form Guide](#).

Job Form Checklist

To complete the Work Study job form, you will need to provide the following information:

- **Division Name**
- **Department / Unit Name** (please use the official name of your unit, avoiding abbreviations)
- **Hiring Manager's Information** (usually a PM or department head of your unit)
 - Name
 - Job Title
 - Department / Unit (please use the official name of your unit, avoiding abbreviations)
 - Email
 - Status (faculty, staff, librarian)
- **Supervisor's Information**
 - Name
 - Job Title
 - Email
- **Financial Information**
 - Business Officer's Name
 - Business Officer's UTORID
 - Business Officer's Email
 - Business Officer's Phone Number
 - *Please note: If your payroll officer is different than your business officer, you will also need to provide the name, email address and phone number of your Payroll Officer*
 - Fund Centre (6 digit CFC number)
 - Cost Centre (CC) or Internal Order (IO) number (must be 5 or 6 digits)
 - Fund # (only required for Research or Funded Projects)
- **Job Posting Information**
 - Is the position being posted as a Work Experience Stream position or a Research Experience Stream position?
 - Who will be hiring / supervising the Work Study position? (Faculty / Staff / Librarian).
 - Please note that the Supervisor must be a University of Toronto faculty or staff member who is on campus for the duration of the position.
 - NOTE: PhD candidates and staff members who are employed on casual or short-term contracts are not permitted to hire or supervise Work Study students.
 - For all positions (Work Experience Stream and Research Experience Stream): [confirm that the position meets the Work Study program criteria](#)
 - For Research Experience Stream positions only: [confirm the position meets the Research Experience Stream criteria](#)
- **Position Details**
 - Select the appropriate position type (select one):

- Art & Design
- Athletics & Sports
- Coaching / Facilitation
- Communications / Marketing / Media
- Data Analysis
- Events & Programming
- Finance & Accounting
- Front Line / Customer Service Support
- Lab Coordination and Assistance
- Library / Archive
- Office & Administration
- Project Coordination and Assistance
- Students Mentors / Peers / Ambassadors
- Technology: Audiovisual, IT, Web Design & Development
- Research: Quantitative
- Research: Qualitative
- Research: Mixed-Methods
- **Campus Location**
- **Work Study Position Title** (please be as specific as possible to support student wayfinding)
- **# of vacancies** (must be between 1-4)
 - Hiring units can submit multiple job postings, and each posting can request up to four vacancies.
 - A vacancy refers to the number of students you would like to hire under a single job posting. However, vacancies are not guaranteed. You may only hire the number of students for which you receive approved vacancies. For example, if you request four vacancies but are approved for two, you may only hire two students for that role.
- **Days / hours for position**
- **Hours per week**
- **Degree / credential level**
- **Department Overview**
 - Please provide an overview of your department or unit to provide students with context for where the Work Study position will take place (see example below checklist). You may also include a link to your departmental website in this section.
- **Position Description**
 - Please provide a detailed overview of the position, including duties and responsibilities to ensure students understand the expectations of the role. (see example below checklist).
- **Reports To**
 - Indicate the title of the supervisor (e.g., Lab Manager, Orientation Coordinator).
- **Position Summary**
 - Provide a brief overview of the role's main purpose and scope.
- **Key Responsibilities**
 - Summarize the core tasks and duties to set clear expectations for students.
 - The role should reflect the core principles of Work Integrated Learning (WIL), which prioritize experiential learning, skill development, and career growth for students. When reviewing or drafting the job posting:
 - **Identify and label examples** in the posting that align with each of the following WIL components. Use language such as *"integrating WIL principles by..."* to make this alignment clear:

- **Skill Development** – Describe how the role helps students build and articulate workplace skills and competencies.
 - **Workplace Experience & Belonging** – Show how the role exposes students to workplace culture, expectations, and professional networks.
 - **Academic Connection** – Explain how the role ties academic learning to real-world applications.
 - **Career Reflection & Growth** – Include how you plan opportunities for students to reflect on their experience and consider future career paths.
- **Working Conditions**
 - Include details such as work hours, physical demands, or remote/hybrid arrangements.
- **Competencies**
 - Highlight essential soft and technical skills (e.g., communication, project management).
- **Performance Expectations**
 - Define specific outcomes or goals for the position.
- **Pay Rate**
 - Specify the pay rate (e.g., Standard Work Study rate of \$17.20/hour or include top-up details where applicable).
- **Qualifications**
 - Please provide information regarding the qualifications you are seeking in a Work Study student (see example below checklist).
- **Accessibility & Accommodations**
 - Indicate aspects of the role where students may require accommodations and confirm that accommodations will be made available.
- **Supervision**
 - Indicate how you plan to supervise your Work Study student(s) and support their work and professional development.
- **Co-Curricular Record Description**
 - Select up to **6 competencies** to be included in the student's Co-Curricular Record (CCR)
 - Provide 2-3 sentences written in the past tense to be included in the student's Co-Curricular Record (CCR)
- **President's Scholars of Excellence and Lester B. Pearson International Student Scholarship**
 - Indicate if you are interested in giving preference to 2nd year undergraduate students who are recipients of either the President's Scholars of Excellence or the Lester B. Pearson International Student Scholarship
- **Application Information**
 - Application deadline
 - Application Procedure
 - Application documents required
- **Terms for Offering a Work Study Position**
 - Agree to the terms for offering a Work Study Position
- **Submit Posting**

Work Study Position Descriptions

Use the below to help guide you in writing a description for your position in the Work Study Program. Sections are optional but more detailed postings will help entice students to apply and also help students self-identify their candidacy and interest. This information will go in the 'Position Description & Qualifications' section on the Work Study Position Submission CLNx form.

Suggested Sections	Explanation
Who We Are	<ul style="list-style-type: none"> A brief overview of your department (e.g. which department, what it represents, whom it serves, strategic priorities, mission/vision).
What We Value	<ul style="list-style-type: none"> U of T's commitment to diversity and inclusion, as well as other features that are valuable in your department/faculty.
What You'll Be Doing	<ul style="list-style-type: none"> Overview of role Core responsibilities more detailed postings enable students to self identify their candidacy and interest <p><i>Please note, the type of responsibilities you assign to the position in the Work Study Program cannot replace responsibilities performed by a unionized role. In other words, departments cannot fulfill operational needs through the Work Study Program.</i></p>
Desired Skills and Experience	<ul style="list-style-type: none"> Education <ul style="list-style-type: none"> List any programs of study that are required to effectively meet core responsibilities or indicate that students from all academic backgrounds are encouraged to apply. Experience <ul style="list-style-type: none"> Describe the type and amount of experience you would like candidates to have. The experience requirements should be related to the core responsibilities of the position. Competencies <ul style="list-style-type: none"> The base competencies (knowledge, skills, attributes) that a student already possesses from prior employment, studies, training, co-curricular or other experiences that are required to perform the core responsibilities of the role. <p><i>Refer to the Work Study Responsibilities, Competencies and Learning Outcomes document for suggestions. Consider what is required versus competencies students will have the opportunity</i></p>

	<i>to further develop in the position (see the Co-Curricular Competency section on the submission form)</i>
Availability Requirements	<ul style="list-style-type: none"> • Clarify expectations and requirements for availability • Consider: <ul style="list-style-type: none"> ○ Is there required training on a set date? ○ Are there particular dates or peak periods the student is required to be available or work the maximum weekly Work Study hours ○ Is the student required to work during reading week? ○ Is it a set weekly schedule or flexible?
How We Support Your Learning & Professional Development	<ul style="list-style-type: none"> • During their first position in the Work Study Program, students will receive two hours' paid training organized by the unit and to be accommodated within the funded hours – one hour related to setting and reflecting on learning goals, and one hour for professional development or skills training. • Setting and reflecting on their learning goals: Work Study eModules or Professional Development Workbook are optional tools to support this. • Professional development or skills training – some ideas: <ul style="list-style-type: none"> ○ Attend a career services workshop ○ Include the student in a staff trainings or meetings they wouldn't typically be asked to attend but is related to their professional development goals ○ Opportunity to job shadow you, or colleagues in your department ○ Arrange an informational interview with you or other colleagues you could introduce them to

Sample Job Postings

Sample Posting 1

Job Title Example: *Orientation and Community Programs Assistant*

Work Study Stream: Work Experience Stream

Position Type: Events & Programming

Department Overview Example:

At the Centre for International Experience (CIE), we are committed to providing all University of Toronto (U of T) students the opportunity to engage with the world, offering support and resources for international students/newcomers in addition to enabling global learning for the U of T community. The CIE's International Student Experience (ISE) Team leads events and programming tailored to support and enrich the academic and co-curricular experiences of international and globally minded students from prearrival to graduation and beyond.

The University of Toronto, Centre for International Experience is committed to fostering a diverse and inclusive environment. We strongly encourage applications from historically underrepresented groups, including international students. We value individuals dedicated to equity, diversity, and inclusion, and who bring diverse perspectives and experiences, which enhances our capacity to serve a global community.

Position Description Example:

The **Orientation and Community Programs Assistant** plays an important role in the organization and facilitation of events and programs designed to support international students as they navigate student life at U of T, providing opportunities to build community and make connections. The Programs Assistant will directly support ISE events and programs during the 2025 Summer term, including pre-arrival and orientation programming for new international students and ongoing programming for continuing students.

By participating in the Work Study Program, the Orientation and Community Programs Assistant will have a work integrated learning experience through opportunities to:

- Develop and articulate workplace skills and competencies such as organization, prioritization, and presenting through assisting in the planning and co-facilitation of new and on-going programming;
- Build workplace experience and networks through collaboration with a diverse team of staff and student staff, and by participating in ongoing training;
- And reflect on how this experience translates to career possibilities by participating in the Work Study Program e-modules throughout the term and having ongoing conversations with supervising staff to discuss applicable learnings.

Compensation: \$17.20/hour (maximum of 15 hours/week to a maximum total of 100 hours)

Hours: Approximately 8-10 hours per week

Core Responsibilities: Under the supervision of the Program Coordinator, Orientation and Community Programs, the successful candidate will directly support the development and implementation of Orientation and Community programs in the following ways:

- Support in the planning and co-facilitating of ISE orientation and community building programs to support both new and continuing international students on the St. George campus.
- Assist in the ongoing assessment and evaluation of ISE orientation and community building programs with an emphasis on identifying gaps and incorporating participant feedback.
- Offer a student perspective during the development and/or review of new and continuing programming.
- Provide additional support for ISE programming as needed.
- Other duties as assigned.

Professional Development: The successful candidate will build upon their professional development through opportunities to:

- Participate in weekly check-ins and attend ongoing trainings with the ISE team at the Centre for International Experience.
- Create, track and reflect on progress of professional development goals.
- Communicate with supervisors, student-staff peers, and campus partners in a timely and clear manner.?
- Represent U of T and the CIE in a respectful, professional, and inclusive manner.?

Please note: At the time of posting, this role will require both virtual and in-person work during the 2025 Summer term. For students to complete the work outlined in this Work Study position, the program assistant must have access to a computer with a microphone, webcam, and a reliable Internet connection. All eligible students are encouraged to apply.

Only candidates selected for an interview will be contacted.

Qualifications Example:

Required Qualifications:

- Experience organizing and hosting events, engaging students, and facilitating small groups in person and/or online.
- Strong interpersonal, intercultural, and professional communication skills.
- Good time management and the ability to prioritize and multi-task.
- Ability to work both independently and within a team.
- Solid computer skills including effective email communication, Word, Excel, PowerPoint, etc.

Preferred Qualifications:

- International experience.
- Knowledge of campus resources including student clubs and organizations.
- Familiarity with the communities surrounding the St. George campus an asset.

Sample Posting 2

Job Title Example: *Research Assistant, Speech and Phonetics*

Work Study Stream: Research Experience Stream

Position Type Research: Quantitative

Department Overview Example:

The Department of French at the University of Toronto is one of the oldest and the largest in Canada outside of Quebec, and is a centre for research in French linguistics. The speech processing research group focuses on applied and theoretical problems in human and automatic speech processing, with applications in French natural language processing and second-language instruction. We work in collaboration with the Departments of Linguistics and Computer Science, and with the École Normale Supérieure and Meta AI in Paris.

What we value

We value diversity, inclusion, respect, and civility, and stand committed to an environment free of harassment and discrimination. The speech processing group puts a value on research supporting more inclusive speech and language technology and language education. We respect the language backgrounds and language identities of our group members. We are supportive of the use of French in our workplace whenever this is possible for group members. However, knowledge of French is not necessary to work in our research group.

Position Description Example:

What you'll be doing

The research assistant will work on developing and running computer modelling experiments related to human speech perception. In particular, they will analyse the properties of neural network models that process speech signals, and compare them to the results of existing human speech perception experiments (typically data from short tasks in which participants must listen to sounds or words and push buttons depending on what they heard). The research assistant may be called upon contribute to the development of novel computational models of speech perception, and/or to assist with the creation of experimental materials for web-based speech perception experiments, for such experiments, depending on their interests and aptitudes. Time permitting, the student may contribute to a published research paper. The research assistant will actively participate in the activities of the research group, including regular group and/or individual meetings. Arrangements for work (in-person, hybrid) will be discussed on a case-by-case basis and agreed upon before the work starts.

Availability requirements

Must be available for weekly individual and group meetings (1 to 3 hrs weekly), scheduled according to student's availabilities. Student's work schedule is flexible and details will be discussed at the beginning of the work study period.

Will develop competencies in:

- knowledge and experience in research methods and in interpreting data (*Inquiry; Knowledge creation and innovation*)
- developing and reasoning about appropriate analyses (*Investigation and synthesis; Critical thinking*)
- working in a cross-disciplinary team (*Teamwork*)

Qualifications Example:

Qualifications

Desired skills and experience

- *Education:* Students with a background in computer science and in linguistics are invited to apply. Some knowledge of machine learning is necessary.
- *Experience:* Experience working in a research environment would be an asset, but not a strict necessity.

• *Competencies/Skills:* Python (*Required*), Python; quantitative data manipulation tools (Excel, R) (*Preferred*)

Sample Posting 3

Job Title Example: Arabic Researcher

Work Study Stream Research Experience Stream

Position Type Research: Qualitative

Department Overview Example:

Professor Virani has appointments in four different University of Toronto Departments: Study of Religion, Near and Middle Eastern Civilizations, and History on the St. George Campus, and Historical Studies on the UTM campus. Curiosity, creativity, and empathy are the hallmarks of the Departments where Professor Virani holds appointments. By studying the languages, literatures, histories, cultures, religions, and philosophies of humanity, we prepare ourselves to grapple with the astonishing richness of the human experience. The subjects we encounter in our departments offer knowledge and the cultivation of habits of mind that allow us to mature into successful, productive members of society who can appreciate others, experience and embrace the notion of empathy, and seek lifelong learning. If you are curious to read an overview of these Departments, please click on the following links:

<https://www.utm.utoronto.ca/historical-studies/>

<https://www.religion.utoronto.ca/>

<https://www.nmc.utoronto.ca/>

<https://www.history.utoronto.ca/>

Position Description Example:

This is an exciting position for students with a solid knowledge of the Arabic language. Successful applicants will assist with pioneering research. They must feel comfortable reading and writing in standard (Fusha) Arabic. Depending on the skill sets they bring with them, successful applicants may, for example, be involved in literature reviews of Arabic scholarship, proofreading Arabic texts, or translating from Arabic into English or English into Arabic. Applicants should be self-motivated, hard workers who are comfortable working independently and as part of a collaborative team. Knowledge of basic computer skills, including MS-Word and how to use MS OneDrive, would be an asset.

We will provide training, and students will gain exceptional experience that they can note on their CVs. The director will happily provide a reference letter once the project is complete.

The position is very flexible both in terms of hours and location. It is open to students from St. George, UTM, or UTSC. Applications should be submitted through the Central Learning Network, and include a cover letter, CV, writing sample (preferably from a humanities or social sciences course), and transcript (unofficial is fine, simply copy and paste from ROSI). These positions tend to be very popular, so for the greatest chance of being chosen, we encourage you to apply early before positions are filled.

You may find further information about our team at <https://shafiquevirani.org/teaching/>. Questions may be sent to Dr. Gulamadov at shaf.gulamadov@utoronto.ca.

Note: In your cover letter, tell us how you learned Arabic, whether you have taken any Arabic courses and what they were about, whether you've ever used an Arabic dictionary, etc. Activities for this Work-Study position can be completed entirely online.

Applicants should have reliable telephone, computer, and internet connection.

Qualifications Example:**Qualifications:**

- Excellent language skills
- Curiosity to learn more and passion for research
- Aptitude for problem-solving and ability to think critically and creatively
- Ability to follow instructions with limited supervision
- Strong attention to detail
- Aptitude for self-directed independent work as well as the ability to work collaboratively on a team
- Comfort working in an online environment

For further questions, please contact your campus representative:

St. George Campus	workstudy@utoronto.ca
Mississauga Campus	workstudy.utm@utoronto.ca
Scarborough Campus	aaccws.utsc@utoronto.ca