



Work Study Job Form Checklist & New Field Samples

This document contains a checklist of all the pieces of information you will need to complete the Work Study Job Form. It also contains examples of the new Department Overview, Position Description, and Qualifications fields in the 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**
 - 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
 - * *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 a Work Experience Stream position or a Research Experience Stream position?
 - Who will be hiring / supervising the Work Study position? (Faculty / Staff / Librarian)
 - 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)
- **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).
- **Position Description:** Please provide a detailed overview of the position, including duties and responsibilities to ensure students understand expectations of the role. Include here any notes re. top-ups (see example below checklist).
- **Qualifications:** Please provide a 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.
- Select up to **6 competencies** to be included in the student's [Co-Curricular Record \(CCR\)](#)
- **Co-Curricular Record Description:** Provide 2-3 sentences written in the past tense to be included in the student's Co-Curricular Record (CCR)



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- **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



Example of Position Details for Work Experience Stream Posting

Job Title Example: Peer Career Advisors

Department Overview (New Field) Example:

The University of Toronto Career Exploration & Education engages, empowers, and supports every U of T student and recent graduate as they build their futures in our changing world. Working with strategic partners, we offer career education and experiential opportunities that foster career clarity and build lifelong career management skills.

Position Description Example:

Peer Career Advisors will perform an important role as part of Career Exploration & Education, Student Life. They will offer front-line assistance, suggestions, referrals and information to students and recent graduates who are looking for career exploration and job search support within and outside of Career Exploration & Education.

Career Exploration & Education at University of Toronto is strongly committed to the diversity of communities and ideas, and especially welcomes applications from Indigenous and equity-seeking students. Applicants are encouraged to voluntarily (and confidentially) self-identify in their cover letter and / or resumé if they are an Indigenous person; Person with a Disability; Newcomer; Racialized Person / Person of Colour; Religious / Spiritual community member; Francophone; LGBTTI2QQ+; Woman; Transfer Student; and / or Mature Student.

Compensation: \$16.55/hour (maximum of 15 hours/week to a maximum total of 100 hours)

Hours:

- Approximately 8 -10 hours per week
- Must be available on Tuesdays (10-11:30 am)

Core Responsibilities:

- Provide virtual and in person one-on-one assistance to students on resume, cover letter, and job search best practice based on students' needs
- Support students and recent graduates as they interact with Career Exploration & Education, providing orientation to services and identifying / addressing immediate needs
- Assist students in locating accurate career and job search information; provide suggestions and referrals to programming within and outside of the Career Exploration & Education
- Conduct and participate in career related research in collaboration with students, recent graduates, and staff
- Participate in weekly check-ins / team meetings with the Career Peer Programs Coordinator and/Lead Peer(s)
- Offer a student perspective during program, event, workshop, and / or session curriculum review and planning
- Attend ongoing training and team meetings with the Career Education team at Career Exploration & Education

Qualifications (New Field) Example:

Required Qualifications:

- Practical experience in coaching and / or advising
- Excellent interpersonal, customer service, communication, and facilitation skills
- Aptitude for problem solving; ability to think critically and creatively and work calmly under pressure
- Demonstrated leadership skills; adept at working in a team environment and independently



Preferred Qualifications:

- Understanding of the various programs within the university where students can gain experience while studying (such as co-curricular activities; volunteer or paid positions; mentorship; leadership; service learning; entrepreneurship; internships, etc.)

Example of Position Details for Research Experience Stream Posting

Job Title: Research Assistant – Deep Learning and AI

Department Overview (New Field) Example:

We are a community of scholars who use the methods of the humanities to understand science, technology, and medicine in their local and global contexts.

The Institute for the History & Philosophy of Science & Technology (IHPST) is the expression of long-standing interests at the University of Toronto in the humanistic study of science and technology. Over its half-century, the Institute's faculty have played transformative roles in shaping the field. Today's IHPST is more committed than ever to carrying out leading-edge historical and philosophical research and teaching that shapes our understanding of science, technology, and medicine. It adds to that interdisciplinary mission an ongoing commitment to engage deeply with contemporary political and social issues, including in the areas of technology and ethics, science and race, and medicine and social justice.

Position Description Example:

Hiring undergraduate Research Assistants (RA) to assist with a philosophical project which explores the possibility of humans learning from deep learning (DL) systems. It does so by utilizing historical and philosophical perspectives on human learning through human-computer interaction (HCI) and cognitive scaffolding to inform current possibilities for learning from contemporary DL systems.

The project examines detailed cases across different epistemic domains (e.g., scientific discovery, mathematical theorem-proving, game-playing). This RA should have background in philosophy, cognitive science, psychology and / or in the fields of explainable and interpretable artificial intelligence (AI).

The Undergraduate RAs will assist with the project's digital workflow, philosophical research methods (e.g., literature analysis and argument mapping), preparing presentation materials and preparing papers for journal submission.

Compensation: \$16.00 / hour

Hours:

- Approximately 5-10 hours per week
- Must be available on Thursdays from 3:00-5:00 p.m.



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Qualifications (New Field) Example:

Required Qualifications:

- Practical experience in literature analysis and / or argument mapping
- Excellent ability to prepare presentation materials
- Strong attention to detail, experience preparing papers for journal submission preferred
- Excellent interpersonal, customer service, communication, and facilitation skills
- Aptitude for self-directed work with limited supervision

Preferred Qualifications:

- Demonstrated skills or experience in philosophy, cognitive science, psychology, and / or in the fields of explainable and interpretable AI considered an asset