

Appendix A: APPLICATION PACKAGE

Application for Student Opportunities Fund (SOF)

Proposed Position Title:	Manager:
Supervisor(s):	Are you requesting one-time funding or ongoing funding to continue the position(s) yearly: <input type="checkbox"/> ONE TIME <input type="checkbox"/> ON-GOING
<p>Adjudication Criteria The Student Opportunities Fund (SOF) provides opportunities for valuable work experience to support campus to career and/or university transition. Adjudication will be based upon <i>benefits to students</i> and <i>benefits to the College</i> as outlined below.</p> <p>These opportunities should be mutually beneficial to students, the College and/or our communities, and align with The Conference Board of Canada's Employability Skills 2000+.</p> <ul style="list-style-type: none"> ● Fundamental Skills: <i>The skills needed as a basis for further development</i> ● Personal Management Skills: <i>The personal skills, attitudes and behaviours that drive one's potential for growth.</i> ● Teamwork Skills: <i>The skills and attributes needed to contribute productively.</i> 	
<p>Benefits to the Students:</p>	
<p>Benefits to the College:</p>	
<p>Additional Information: <i>Include benefits to community and/or other stakeholders. Provide any additional relevant information for the adjudication committee to consider.</i></p>	

JOB POSTING

Position Title:	
Department:	Campus:
Supervisor(s)	Duration of Position: From: _____ To: _____
Hours/Schedule:	Number of Positions:
Rate of Pay: \$	Closing Date:
DUTIES:	
OTHER DUTIES: <i>(as required)</i>	
QUALIFICATIONS: - Full time College or College-partnered student (at least 60% course load or 3 courses in each semester). Part-time students will be considered if no qualified full-time student applies.	
OTHER EXPECTATIONS:	
<p>A resume and cover letter must be emailed with the job title in the subject line to careerandplacementofficer@cotr.bc.ca on or before the closing date.</p> <p>Please clearly indicate the title of the position you are applying for, whether you are attending the College full-time, and why you are a good candidate for the position.</p> <p>We thank all who apply and advise that only those selected for further consideration will be contacted.</p>	

Application for Student Opportunities Fund (SOF)

All applications need to be sent electronically to the Career and Placement Officer

SOF Position Title:	
Campus:	
Department:	
Supervisor(s):	
Duration of Position:	
Number of Estimated Hrs/Mo/Position:	
Number of Positions:	

Salary and Benefits:

Rate/Hour:	14.60
4% Vacation Pay:	0.58
Salary:	15.18
9.26% Benefits (MERCs):	1.41
Salary and Benefits Cost/Hour:	16.59

Budget Requested:	Sept 1-Dec 31	Jan 1-Mar 31	Apr 1-Aug 31	TOTAL
Total # of Hours:				
Number of Positions:				
TOTAL Salary and Benefits:				
WHMIS/First Aid/Safety Training:				
Other One-Time Costs:				
TOTAL Other Costs:				
TOTAL Budget Requested:				

COST CENTRE: (XX-XX-XXXXXX)	
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