

2.4.6 Student Opportunities Fund

POLICY

College of the Rockies (the College) provides opportunities for valuable work experience to support campus to career and/or university transition through its student employment and leadership activities, initiatives or events through the Student Opportunities Fund (SOF).

PURPOSE

The SOF provides opportunities to students to receive valuable work and leadership experience to support campus to career and/or university transition. The SOF mutually benefits students, the College, and our communities, and enhances College operations, builds research capacity, and increases experiential learning opportunities.

SCOPE

This policy applies to students in College of the Rockies credentialed programs and program partner institutions.

- Students employed must be full-time as per registration policy. If no qualified full-time student applies, a qualified part-time student may be hired;
- Employment offered to students is on a part-time basis (20 hours/week or less) and is to be provided to as many students as reasonable and possible;
- Students may apply for funds for leadership activities according to the terms in Appendix C.
- Student opportunity positions that work in partnership with community groups must be applied for, managed and supervised by College personnel.

DEFINITIONS

Experiential Learning: The process of learning through experience.

Manager: A College employee who is a budget officer responsible for submitting an application for SOF funding and overseeing the budget.

Supervisor: A College employee who is directly responsible for supervising the student.

One-time Funding: Funding that must be utilized within one 12 month cycle as per budget submitted with the application.

On-going Funding: Funding that will be automatically be renewed each fiscal year (April 1 – March 31) subject to review and availability of funding.

GUIDELINES

The Vice President – Finance & Corporate Services will advise the SOF Committee of the funds available for SOF for the subsequent fiscal year annually after the approval of the College’s Operations Budget by the Board of Governors. The SOF application and approval process is administered through the Co-op and Employment Services Coordinator (CESC) with adjudication by the SOF Committee, as per the SOF Committee Terms of Reference.

A. APPLICATION, BUDGET, AND ADMINISTRATION OF EMPLOYMENT OPPORTUNITIES

A. 1 Managers will submit an application to hire student(s) that includes:

- Adjudication criteria
- Proposed job posting
- Proposed budget – managers must identify and request funding for any necessary training (e.g. WHMIS)
- Managers can submit a request for an increase in funds at any time to the SOF Committee.

A. 2 On-going funded positions will have funding automatically renewed each fiscal year subject to review and availability of funds.

A. 3 Upon approval, the Co-op and Employment Services Coordinator will notify the manager, supervisor and advise the finance department to set up a budget.

A. 4 The Co-op and Employment Services Coordinator will monitor the budget throughout the fiscal year to determine whether the allocation of funds to the SOF and leadership fund are adequate and recommend budget adjustments as appropriate.

B. HIRING, MANAGEMENT, AND SUPERVISION OF EMPLOYMENT OPPORTUNITIES

B. 1 Each position must have a detailed job description as defined in Appendix A.

B. 2 The manager and supervisor must follow standard hiring practices as defined in the *Student Opportunity Fund Supervisor’s Handbook* in Appendix B.

B. 3 The supervisor must ensure the student employee has completed and submitted hiring paperwork and any necessary safety training **prior to working any scheduled/paid hours.**

B. 4 The supervisor must commit to providing guidance and mentorship as defined in the *Student Opportunity Fund Supervisor’s Handbook* in Appendix B.

B. 5 At the end of each fiscal year, the manager will submit a brief evaluation of the position(s).

C. ORIENTATION FOR EMPLOYMENT OPPORTUNITIES

C. 1 Student Employee Orientation

Each student employee will be provided with a Student Employee Orientation with the position manager or supervisor that will include:

- Orientation checklist
- Working alone or after regular college hours guidelines as developed by the manager;
- Relevant College policies as determined by the manager;
- Safety information relevant to the particular job as determined by the manager.

D. LEADERSHIP DEVELOPMENT

The Student Opportunities Fund can provide financial assistance to students, student groups, and societies for special initiatives and events that enhance student experience, overall campus life, or demonstrate student leadership. A portion of the student opportunities funding will be allocated to leadership development by the SOF Committee at the annual meeting. Funding eligibility will be based on the following:

- Individual students who are presenting or have a leadership role at a conference, case competition, debate, College community leadership event, etc.;
- Student leaders who are attending an event or conference to learn and implement new initiatives at the College campus that will broadly benefit College of the Rockies students;
- College of the Rockies student groups or societies hosting a conference or event that is open to all students.

See Appendix C for Student Opportunities Fund guidelines and application for leadership activities.

E. ADJUDICATION CRITERIA FOR EMPLOYMENT AND LEADERSHIP DEVELOPMENT OPPORTUNITIES

The SOF Committee will adjudicate employment and leadership applications annually and on an as needed basis. See *Student Opportunities Fund Committee Terms of Reference*.