

## Appendix A: APPLICATION PACKAGE

### Application for Student Opportunities Fund (SOF)

<b>Proposed Position Title:</b>	<b>Manager:</b>
<b>Supervisor(s):</b>	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><b>Adjudication Criteria</b></p> <p>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"> <li>● <b>Fundamental Skills:</b> <i>The skills needed as a basis for further development</i></li> <li>● <b>Personal Management Skills:</b> <i>The personal skills, attitudes and behaviours that drive one's potential for growth.</i></li> <li>● <b>Teamwork Skills:</b> <i>The skills and attributes needed to contribute productively.</i></li> </ul>	
<b>Benefits to the Students:</b>	
<b>Benefits to the College:</b>	
<p><b>Additional Information:</b></p> <p><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:
<b>DUTIES:</b>	
<b>OTHER DUTIES:</b> <i>(as required)</i>	
<b>QUALIFICATIONS:</b> - 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.	
<b>OTHER EXPECTATIONS:</b>	
<p>A resume and cover letter must be emailed with the job title in the subject line to <a href="mailto:careerandplacementofficer@cotr.bc.ca">careerandplacementofficer@cotr.bc.ca</a> <b>on or before the closing date.</b></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><b>We thank all who apply and advise that only those selected for further consideration will be contacted.</b></p>	

## Application for Student Opportunities Fund (SOF)

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

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

### Salary and Benefits:

Rate/Hour:	16.75
4% Vacation Pay:	0.67
Salary:	17.42
9.71% Benefits (MERCs):	1.75
Salary and Benefits Cost/Hour:	19.17

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

<b>COST CENTRE: (XX-XX-XXXXXX)</b>	
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