



## Work Learn | Proposal Submission Guide

Proposals submitted for the Work Learn Program serve two purposes:

1. to apply for a subsidy from the program, and
2. as a clear and detailed job posting to communicate the work opportunity to students.

A successful proposal must take into consideration,

- Be student-centered. Write your proposal to appeal to students' interest. If successful, your proposal will be published on Careers Online to recruit students.
- Provide concrete, illustrative examples. Avoid general statements and include at least two concrete examples when responding to the prompting questions in this document.
- Use clear and concise language. Remember both reviewers and students applying may have limited knowledge of your unit/discipline and any jargon.
- Answer all of the prompting questions below. Be as detailed as you can and address all the questions, including at least two concrete examples.
- Ideal length is 2 pages. A longer proposal does not equal a strong proposal. Please do not exceed four pages.

### Purpose of the Work Learn Program

The Work Learn Program supports and subsidizes meaningful work experiences on campus that offer opportunities for all current UBC Vancouver students to develop their **professional skills** and learn in a work environment. The student **learning and experiential outcomes** for these work experiences are: mentorship opportunities, professional skill development and application of knowledge, developing a network, ownership and responsibility of work, self-awareness and reflection, as well as contributing to personal learning goals and the University as a whole.

[Faculty and Staff Website](#) – review for timeline, terms and conditions, payroll, supervisor resources and more  
[Student Website](#) – review for detailed breakdown on student eligibility

### Proposal Submission

1. **Select the Position Category for your role.** Review the Work Learn job categories All Work Learn positions must fit within the appropriate rates and conditions as outlined in the **Position Classification Guide** [Winter](#) | [Summer](#). Choose the appropriate job category and ensure your job description aligns.
2. **Job title.** Your job title must start with the program initials and cycle for example, 'WL W26 STUDENT ROLE UNIT ACRONYMS' or 'WL S25 ROLE NAME'. Limit the words/characters to 60 maximum as per the limits established on the experiential form on Careers Online.
3. **Answer all the guiding questions.** Ensure that you answer all the prompting questions for a) Job description, b) Contribution to the university community and, c) Student learning components.
4. **Apply on [Careers Online](#).** Submit your Work Learn proposal on CareersOnline. Pay close attention when adding submitting your proposal to ensure each section includes the correct information.



- Review the [Step-by-step guide](#) on the elements you need for submitting your proposal on [CareersOnline](#).

## Work Learn Proposal Guiding Questions

These guiding questions are the template for developing and describing a high-impact work experience opportunity within the Work Learn Program at UBC Vancouver. You are encouraged to take the time to reflect and answer the questions as comprehensively as possible. These questions are based on the [WL Proposal Rubric](#) used to evaluate proposals.

### Job Description

#### Work Performed

- What are the student's tasks and duties?
- What is the level of supervision provided to the student?
- What is the level of complexity of the tasks expected from the student?

#### Qualifications

- What is the education level required of the student (e.g. undergraduate, graduate, year level, relevant course work)?
- What are the previous skills / knowledge that the student must possess in order to be successful in this position?

### Contribution to the University Community

- What are the impact/contribution of the student's work to the goals of the unit or program?
- What work have you done as a supervisor/department/unit to create a safe, supportive and inclusive workplace? What supports do you offer to students?
  - Check out [UBC Indigenous Strategic Plan](#), [Inclusion Action Plan](#), CSIC [Equitable Hiring Guide](#), Resources for [Career Conversations with Students of Colour](#), [Students with Disabilities and LGBTQ+ Students](#), and [A Practical Toolkit to Help Employers Build an Inclusive Workforce](#)

### Student Learning Components

#### Supervision & Training

- What kinds of orientation and training will the student receive?
- What kinds of feedback and on-going support will the student receive?
- What kinds of encouragement and support for reflection will the student receive?

#### Connections & Professional Development

- What mentorship opportunities will be available for the student?
- What opportunities are available for the student to expand their network?
- How does this position develop and enhance the student's personal learning and professional growth?

#### Career Exploration

- What skills and [workplace competencies](#) will the student gain in this role?
- How is this role preparing the student for future employment?
- How will this role support the student's academic growth?



## Sample Proposals

- [Project Worker \(Project Worker - lab position\)](#)
- [Usher/Front of House for Concerts \(non-lab position\)](#)
- [Research Assistant \(Project Assistant - lab position\)](#)
- [English Conversation Project Assistant \(Project Assistant - non-lab position\)](#)
- [Finance Assistant \(Office/Library Worker\)](#)
- [LokoLab Research Assistant \(Researcher/Professional - research position\)](#)
- [International Event Assistant \(Researcher/Professional - non-research position\)](#)

***Ready to apply? Submit your proposal on [Careers Online](#)***