

The BU/BUSU Work Study Program

Purpose

The purpose of the Work Study Program is to provide Brandon University students employment opportunities that enhance the development of research skills, increase student opportunities for post-graduate employment, and support the University's research mission more generally. The Work Study Program will employ BU students, either graduate or undergraduate, in positions that support university research and research-related activities.

Funding

The Work Study Program has an annual budget of \$30,000 to be funded on a 50/50 basis by Brandon University and the Brandon University Students' Union.

Administration

Project applications will be permitted within the Brandon University Community only. The application process with requests for project funding will open on Monday, March 28th, 2022 with a closing date of Monday, April 15th, 2022.

Following the close of applications, a committee comprised of BUSU, BU and BUFA will review and select project application for funding based on the following guidelines:

- Academic merit of the proposal
- Quality of the work experience
- Availability of BU students who could reasonably do the work
- Additional funding that may already be in place for the applicant

The committee will make every effort to distribute funds in an equitable manner among successful projects.

The committee will have discretion as to the amount of funds allocated to each project with the following guidelines:

- No project shall normally receive more than \$2,500 in a funding year
- No grant should be so small as to not allow for a meaningful work experience
- Any remaining Work Study funds may be used to fund additional projects that may arise through the year at the discretion of the committee
- All work shall be concluded by the student by September 30th



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Procedure

A faculty member will obtain an application from the Brandon University Students' Union and return it to the Brandon University Students' Union, no later than the closing date on Monday, April 15th, 2022.

The Vice-President Internal of the Brandon University Students' Union will call a meeting of the Work Study Committee and forward all applications in advance of the meeting.

Once selected, the approval projects shall be forwarded to Finance & Registration Services for the final administration of the projects.

The applying faculty member will be responsible for conducting interviews and hiring a full or part-time BU student for the position. Current employees or ongoing projects of the selected department shall not qualify for funding under this program.

Once the position has concluded, the student will forward a short report (not exceeding 500 words) to the Vice-President (Academic and Provost) who will forward a copy to BUSU.

Accountability

The Department will be responsible for paying and managing the employee under the program. Using the Work Study Program in combination with other sources of funding is acceptable if the committee is made aware of such circumstances in the application.

The committee will provide an annual report to both the Brandon University Students' Union and Brandon University upon completion of each funding year for the purposes of evaluating the program and renewing funding commitments from each party.