March 24, 2021

TO: Deans, Directors and Department Heads

FROM: Carolyn Lono, On-Campus Employment Coordinator, Student Life

SUBJECT: Graduate Student Work Experience Program (GradSWEP) 2021-2022

The Graduate Student Work Experience Program (GradSWEP) is an initiative of Student Life and the School of Graduate Studies designed to address the career development and part-time employment needs of Memorial’s graduate students. The program provides 75-hour placements, paid at the prevailing graduate student rate, currently $22.22 per hour. Placements provide relevant career experience in the student’s area of study, connect the student with a community organization for all or part of their hours worked, and are overseen by a Memorial supervisor.

We are now accepting proposals for spring 2021, fall 2021 and winter 2022. Applications must be submitted online - see link below for step-by-step instructions: http://www.mun.ca/student/faculty-staff/HowtoSubmitYourGradSWEPFund_App.pdf.

In an effort to continue and expand the program, each proposal must contain an external community partner who is willing to contribute 50% of the project’s salary cost (plus 7% benefits). The partner contribution, per approved placement, will be $892.

Applications will be adjudicated and ranked primarily on career relevance of the placement and connection to the external community, while attempting an equitable allocation across graduate departments. Those positions approved for the spring 2021 semester will be available for student viewing via my.mun.ca from May 14-21, 2021.

Please email applications for 2021-2022 GradSWEP funding to Carolyn Lono at clono@mun.ca by Wednesday, April 7, 2021. We appreciate your help in sharing this information with your colleagues and look forward to the continuation of this initiative.

Carolyn Lono
On-Campus Employment Coordinator
Student Life

cc: Dr. Aimée Surprenant, AVP (Academic) and Dean, Graduate Studies
Jennifer Browne, Director, Student Life