

How to Submit Your MUCEP Funding Application

Step-by-Step Instructions

This document will outline the steps and provide screen shots to guide in the process of submitting a MUCEP request for funding application(s) for the upcoming academic year (2025-2026). Make sure to follow each step exactly. If there are any issues with this, please do not hesitate to email Tina Squires at mucep@mun.ca or Robert Ryan at rwryan@mun.ca.

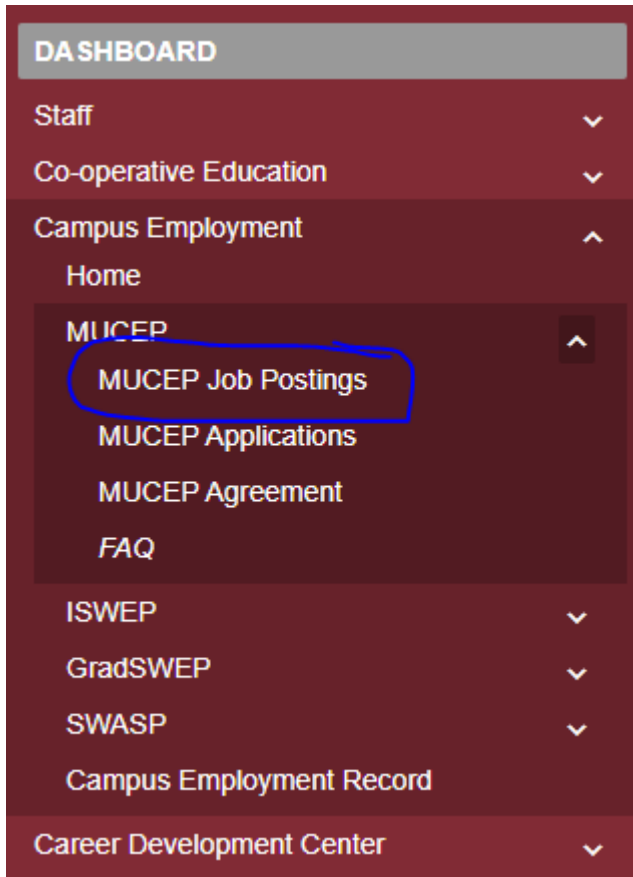
1. To start, go to Staff\Faculty MUCEP page found [here](#). Click the “Staff\Faculty Login to Orbis (My MUNLife)” link, and use your MUN credentials to log on.

Memorial's Undergraduate Career Experience Program (MUCEP) is an on-campus employment program for undergraduate students aimed at providing job experience.

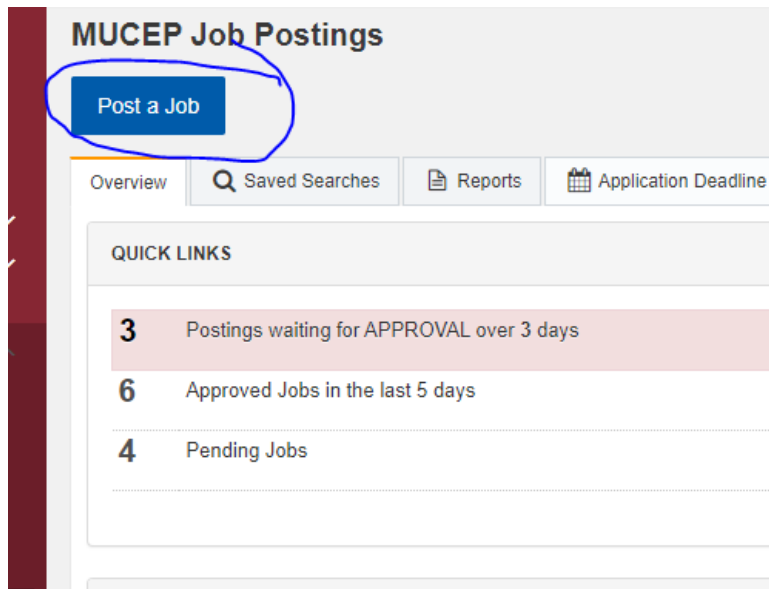


- [Staff\Faculty Login to Orbis \(My MUNLife\)](#)
- [MUCEP Funding Guidelines and Evaluation Criteria](#)
- [How to Submit Your MUCEP Funding Application Feb2025](#)

2. Once logged in, you can proceed to post the Job/Funding Request. In the left-hand pane, select "Campus Employment". Under that, select "MUCEP", then select "MUCEP Job Postings".




3. On this screen, select the blue-colored “Post a Job” button located near the middle of the screen.



4. On this screen, start the process of entering the job information (which includes the requested number of positions and hours). Of great importance on this page is the **job number**. In this example, it is 90084.

If your first name, last name, and email are not automatically filled in, click the blue-colored "Change Organization Contact". In the popup box, enter your username and select your name from the drop-down list. Your information should now be filled in.



90084 - Untitled Posting
Memorial University Newfoundland and Labrador - Career Develop

Job Posting

Job Posting Status:	Unsaved
Internal Status	Not Set

By submitting this application, grantholders are agreeing to:

- Participate in two brief, guided conversations with their student(s) to reflect and
- Encourage student's to post this experience on Memorial's Record of Experience

Please note: Additional information and resources will be provided to grantholders
Failure to participate in this process, will impact future funding.

Company Info

If you do not want contact information to appear on your posting click on the "Clear Contact Info" button.

Clear Contact Info

















Organization :
Memorial University Newfoundland and Labrador
Change Organization Contact

Division :
Career Development



5. Continue to scroll down the job posting page. If unsure of any selection or data to fill in, read the related instructions (located close to the question area) for more information.

An important part of MUCEP is the experience students gain through the process of applying for and being interviewed for a position. As a result, students are short-listed for positions to be interviewed prior to a final decision being made. The exception is the winter semester when the same student can be interviewed for multiple positions.


Please note that Memorial University's policy on Conflict of Interest applies to the hiring of MUCEP students. The full policy can be found at [http://www.mun.ca/mucep/policies/ConflictOfInterestPolicy.pdf](#).

MUCEP Funding Category *:		<input checked="" type="radio"/> Students Helping Students. This Includes positions in which students help other students with their studies. <input type="radio"/> Research. This includes positions in which students use university resources to conduct research. <input type="radio"/> Administration. This includes positions in which students perform administrative tasks. <small>Pick the MUCEP Funding Category that most closely represents your request.</small>
Term Posted :		2024/2025
Research Area/Project *:		<input type="text"/> <small>If you selected Research in the MUCEP Funding Category above, please list the research area/project.</small>
Grant Holder Name *:		<input type="text"/>
Grant Holder Email *:		<input type="text"/>
Department *:		--Select--
Job Title *:		<input type="text"/>
Job Description *:		<div><div>Source</div><div>B I S I_x         </div><div>Styles Format Font Size</div></div> <div></div>

6. Moving further down the job posting page, keep entering the required information. Please leave the Application Method at the first selection (as shown by the “UP” arrow below). Select the Documents that you require from the student. Many choose just a resume, but that is up to the Grantholder. Keep in mind that “Other” would be something like a drivers license or record of conduct.

			
		MAX CHARS: 10000 CHARS REMAINING: 10000	
Hours of Work *:		<input type="text"/>	
		Flexible, Variable, Negotiable	



Posting Go Live

Go Live Date:	<input type="text" value="02/06/2024 11:59 PM"/>	
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Application Method

<input checked="" type="radio"/>	Online
Email Options	
<input checked="" type="radio"/>	Email all applications to the email specified on the posting after the applications are released
<input type="radio"/>	Do not email applications







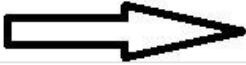
Application Information

Application Deadline:*	<input type="text" value="03/07/2024"/>		<input type="text" value="11:59 PM"/>	▼
Application Documents Required - New *:		Cover Letter	<input type="checkbox"/>	
		Resume	<input checked="" type="checkbox"/>	
		Transcript	<input type="checkbox"/>	
		Other	<input type="checkbox"/>	

7. Continue down the page. In this section, fill in the requested funding for proper semester. Select the number of students. Then select the number of hours (either 40 or 80 hour positions -- both cannot be selected). Then enter a brief explanation of why funding is needed. Don't forget to select BOTH check boxes under "Additional Information..." as these are required.

Memorial's Co-Curricular Record (CCR) is an official document that highlights and verifies the out of class learning and involvement of student

Additional Information (Funding Request)

Spring Semester	
Spring Semester :	 <div>--Select--</div> <small>Enter the number of students requested for this semester</small>
Funding per student (Spring) :	 <div>--Select--</div> <small>Indicate if position(s) are 40 or 80 hour</small>
Fall Semester	
Fall Semester :	 <div>--Select--</div> <small>Enter the number of students requested for this semester</small>
Funding per Student (Fall) :	 <div>--Select--</div> <small>Indicate if position(s) are 40 or 80 hour</small>
Winter Semester	
Winter Semester :	 <div>2</div> <small>Enter the number of students requested for this semester</small>
Funding per Student (Winter) :	 <div>40</div> <small>Indicate if position(s) are 40 or 80 hour</small>
Highest Need Semester *:	<div> <input type="radio"/> Spring <input type="radio"/> Fall <input checked="" type="radio"/> Winter </div> <small>Please indicate your semester of highest priority</small>
Explanation of Funding Request *:	 <div>Enter brief explanation of request</div> <small>Please enter an explanation of why</small>

Additional information and resources will be provided. Failure to participate in this process, will impact future funding.

By submitting this application, I agree to *:	Participate in two brief, guided conversations with their student(s) to reflect and discuss position expectations, learning outcomes, skill development and academic linkages <input type="checkbox"/>
By submitting this application, I agree to *:	Encourage students to post this experience on Memorial's Record of Experience (MORE) <input type="checkbox"/>

8. Please check the box regarding the student hire to use one hour of their funding allocation to attend the Student Life Reflection Workshop:

By submitting this application, I agree to *:	Permit and encourage your student hire to use one hour of their funding allocation to attend the Student Life Reflection Workshop <input type="checkbox"/>
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Also, please select the checkbox near the bottom of the screen to the right of the Signature area. Then select “Save Posting”.

The screenshot shows a web form for MUCEP funding. On the left is a dark red sidebar with navigation links. The main content area has a header with 'Leadership/Innovation' and 'Digital Literacy' checkboxes, and a note 'Select Minimum of 3 and Maximum of 5'. Below this is a yellow-highlighted instruction box with six steps. The signature section includes a label 'Deans/Directors/Department Head Signature *:', a text area for the signature, and a confirmation statement. A large white arrow points to the signature text area, and another large white arrow points to the confirmation checkbox. At the bottom are three buttons: 'Save Posting' (blue), 'Preview Posting' (light blue), and 'Delete Posting' (red).

an

Leadership/Innovation ☐

Digital Literacy ☐

Select Minimum of 3 and Maximum of 5

Make sure to fully read these instructions before proceeding:

1. To confirm this request, click the checkbox on the far right in the Confirmation section below, and then click **Save Posting**. On the next screen click **Save**.
2. Once this form has been saved, click the Blue bubble in the bottom right of your screen, then under the “**Posting Options**” dropdown arrow, Select **Print**. Open the PDF from the box in the bottom left of your screen.
3. **Important Note:** You should Save (or download) this PDF to your Computer.
4. This form must be Digitally signed by your **Dean/Director/Department Head**. See Step 5 for creating a Digital Signature (if needed).
5. **CLICK HERE** for information on how to add a Digital Signature to your job posting PDF. **Right-click the link to open in a new tab.**
6. Once your job posting has been Digitally signed, please send a copy to mucep@mun.ca.

Deans/Directors/Department Head Signature *:

I agree to have my Dean/Director/Department Head provide support for this position. The Dean/Director/Department Head signature indicates support to the applicant for MUCEP funding, acknowledges that all students hired under MUCEP will meet the minimum requirements, and confirms that this Academic/Administrative Unit shall take administrative responsibility for the students.

Dean/Director/Department Head Signature: _____ Print Name: _____

Date: _____

☐

Save Posting Preview Posting Delete Posting

9. As part of building student awareness of the skills and competencies they will develop as a result of working a MUCEP or ISWEP position, we ask grantholders to identify the competencies that will be gained as a result of completing this position. **Please select a minimum of three (up to a maximum of five) competencies from the list on the next screen.** These skills will be included in the job posting and provide students with the awareness of the opportunity to develop such skills if they are the successful candidate. For detailed descriptions each competency, click [here](#). ***Please ensure that you select the proper number\types of competencies, as incomplete requests may be delayed. An incomplete form includes selecting none or all of the competencies.***

After you have selected between three and five of the competencies, click the “Save” button on the bottom. Also, click “Save” on the next page.

Assignable Competencies:

☐ SELECT ALL

Filter

☒ Academic Knowledge - Institutional Core Competencies

☒ Adaptability / Resilience - Institutional Core Competencies

☒ Communication - Institutional Core Competencies

☐ Creative Thinking / Problem Solving - Institutional Core Competencies

☐ Digital Literacy - Institutional Core Competencies

☐ Diversity Awareness / Intercultural Understanding - Institutional Core Competencies

☐ Leadership and Innovation - Institutional Core Competencies

☐ Professionalism - Institutional Core Competencies

☐ Social / Civic Responsibility - Institutional Core Competencies

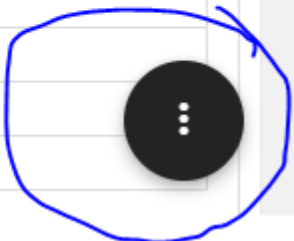
☐ Teamwork - Institutional Core Competencies

Save

Skip

10. On the next screen, click the “Action Circle” in the bottom right on the screen, then click “Posting Options”, then click “Print” in the menu that pops up. **Important Note: If you do not print right away, when you log back in to print this job you will have to navigate to your job posting, and do this step (Step 11) again.**

<div>Approve Decline Expire</div>	
Job Posting Status:	Pending Submitted for Approval
Visible to Users :	No
Featured Posting :	No
Block Expiry Email :	No
Limit Access to Targeted Programs :	No
Limit Access to Alumni :	No



Actions

Posting Options ▾

View Posting Details

Edit Posting Details

Update Posting Live Date

Change Organization Contact

Copy

Manage Competencies

Move this posting to another module

Copy this posting to another module

Print

Applications Options ▾

Interview Options ▾

11. The PDF application will open with the details of the MUCEP funding request. Print the PDF and have this form signed/dated by the Department Head. Please don't forget to print your name too. Scan to the attention of Tina Squires at mucep@mun.ca.

Deans/Directors/Department Head Confirmation

I agree that by signing this form, I offer my support to this applicant for MUCEP Funding, acknowledge that all students hired under MUCEP will meet the minimum requirements as set forth and confirm this Academic/Administrative Unit shall take administrative responsibility for the students.

Signed: _____ Date: _____ Print Name: _____
20____

12. You should also see your competencies on the main job posting screen. **DO NOT** click the "Approve" button, as this will be completed by Student Life staff.

The screenshot shows a web interface for job posting. On the left is a vertical list of job postings. The main content area has two sections:

- Anticipated Competencies**: A list of three items: Academic Knowledge, Adaptability / Resilience, and Communication. A large black arrow points from the left towards this section.
- POSTING ADMINISTRATION**: Contains three buttons: 'Approve' (green), 'Decline' (red), and 'Expire' (blue). A large black 'X' is drawn over the 'Approve' button. Below the buttons are two fields: 'Job Posting Status:' with a value of 'Pending Sub' and 'Visible to Users:' with a value of 'No'.