How to Submit Your ISWEP Funding Application

Step-by-Step Instructions

PLEASE NOTE: You must have an Orbis account in order to continue with this application process. If you do not have an account please contact Mher Mardoyan (mmardoyan@mun.ca) or Robert Ryan (rwryan@mun.ca) for account set up.

This document outlines the steps and provides screen shots to guide you in the process of submitting ISWEP request for funding application(s) for the 2022-2023 academic year. If you encounter any issues, please contact Mher Mardoyan (mmardoyan@mun.ca; mucep@mun.ca) or Robert Ryan (rwryan@mun.ca) for assistance.

1. Open Google Chrome (do not use Internet Explorer) to the following site: https://crm.stuaff.mun.ca and click Login then click Staff.

2. On the next screen, enter the license plate portion of your email (e.g., rwryan@mun.ca, license plate portion would be rwryan) and password. If you do not know this information, click “Login” and then click Forgot Password. Enter your Login ID (license plate portion of your email), then click Email Reset Password Link. You will receive a password reset email.
3. Once you have updated your password (if needed), you can proceed to post the Job/Funding Request. In the left-hand pane, select **Career Development Center**.

![Career Development Center selection](image1)

4. In the same left-hand pane under the expanded menu of **On-Campus Employment**, then select **ISWEP**.

![On-Campus Employment selection](image2)
5. On the next screen, in the expanded menu under ISWEP select ISWEP Job Postings.

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

7. 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 77820. Your screen may appear a little different in newer versions of the software, but the process is exactly the same.
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 entered.
8. 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.
9. Moving further down the job posting page, keep entering the required information. For the Hours of Work field, please enter one of the following: Flexible, Variable, Negotiable. **DO NOT** enter a numerical value. Also, do not enter any dates or application procedure as shown below. Student Life staff will complete those fields.
10. 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 funding.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Funding per Student</th>
<th>Highest Need Semester</th>
<th>Explanation of Funding Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td></td>
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<tr>
<td>Funding per student</td>
<td>-Select-</td>
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<td>Fall</td>
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<td>Funding per student</td>
<td>-Select-</td>
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<td>Winter</td>
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<td>Winter</td>
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<td>Winter</td>
<td></td>
</tr>
<tr>
<td>Funding per student</td>
<td>-Select-</td>
<td></td>
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</tr>
</tbody>
</table>

11. At the bottom of the job posting screen, you must agree to the participation questions by selecting the three (3) checkboxes shown below. Then, on the bottom click the **Save Posting** button.
12. Scroll down on the next screen and click “Save”.

13. 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 grant holders 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 below. 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](#).

To access Manage Competencies, click the **Action Circle**. In the list click **Posting Options**, click **Manage Competencies**.
14. As per screen instructions, please select a minimum of three (3) and maximum of five (5).

Once you have selected the competencies, click the **Save Changes** button and then click the **Back to Posting** near the top right corner.

15. You should now see your competencies on the main job posting screen. **DO NOT CLICK THE APPROVE BUTTON.**
16. On the next screen, click the **Action Circle** in the bottom right on the screen. In the popup menu, under **Posting Options** select **Print** in the menu. **Important Note:** If you do not print right away, when you log back in to print this job you will just have to do this step (Step 16) again.
17. The PDF application will open with the details of the ISWEP funding request. Print the PDF and have this form signed and dated by the Dean/Director/Department Head. Please print your name. Email to Mher Mardoyan at mucep@mun.ca.

Dean/Director/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 ISWEP funding, acknowledges that all students hired under ISWEP will meet the minimum requirements, and confirms that this Academic/Administrative Unit shall take administrative responsibility for the students.

Dean/Director/Department Head
Signature: __________________________
Date: __________________________
Print Name: ______________________