**Job Posting Information**

**To**

**Job Type:** Select Job Type

**Job Type (Funding Program):** Select Funding

**Established Student Position:** Select a position

**Alternate Title of Position:** Click here to insert an Alternate Position Title

**Job Location:**  Choose a location

**Number of Positions**: Insert Number of Positions

Dependent on funding availability? Yes  No

**Period of Employment:**  Start Date: Click here to enter a date.

End Date: Click here to enter a date.

**Hours of Work per week:** Insert number of hours per week

**Pay Rate:** $14.00 per hour

**Hiring Manager’s Name**: Click here to insert information

**Designates Name**: Click here to insert information

**Division/Department:** Click here to insert information

**Established Student Worker Job Description**

Download the job description from the [Established Student Worker Positions](https://department.flemingcollege.ca/hr/information-for-managers/student-workers/established-student-worker-positions/) and submit along with this completed form for approval to [hr@flemingcollege.ca](mailto:hr@flemingcollege.ca)

**How to Apply**

**Application Deadline:** Click here to enter a date.

**Application Procedure:**

* **Applications are accepted by email only**. Please email your complete application to:

Insert email of which you would like to receive applications (I.e. manager or designate).

* Provide Student ID# as a part of your application
* Students from any campus may apply no matter where the job position is located

**Application Material Required:**

* Cover Letter
* Resume

**IMPORTANT INFORMATION: Eligibility Requirements (Please Check One)**

**SEP - Summer Employment Program**

* Applicants must have been in receipt of OSAP assistance during the prior academic year
* Second Career/WSIB funded students are not eligible.
* Applicants must be returning to the college on a full-time basis in September
* Work completed must be on a college campus location

**FWSP – Fleming Work Study Program**

* Canadian citizen or Permanent Resident (landed immigrant). Students on Student Visas or Temporary Resident’s Permit are not eligible for FWSP.
* Second Career/WSIB funded students are not eligible.
* Students must be progressing in their studies to the point where the Financial Aid Office can reasonably conclude that working part-time will not have a negative impact on their studies.
* Deadline date for application to FWSP should be no later than eight weeks prior to the student’s academic year end.
* Students must be registered as a full-time student.
* Students who withdraw from his/her program of study or drop to part-time status must be asked to terminate the FWSP position effective the date of withdrawal or the date of reduction to part-time status.
* Maximum amount of money a student can receive by participating in FWSP is $1,000 per term to the maximum of $2,000/academic year **or** level of financial need (whichever is less)
* Maximum hours assigned to students cannot exceed 15hrs/week, unless the student is on a special project/reading week, etc. This requires approval from the Financial Aid Office.

**NOTE:** All applicants selected for interview must complete the FWSP Budget form as well as the Application form. These forms will be provided by the Hiring Manager.

**ISEP – International Student Employment Program**

* Students must be an International Student (non-Canadian citizen, non-permanent resident or non-landed immigrant)
* Students on the Ontario Restricted List (ORL) are generally not eligible
* Students must be progressing in their studies to the point where the International Student Services Office can reasonably conclude that working part-time will not have a negative impact on their studies
* Students must be registered as a full-time student
* Students who withdraw from his/her program of study or drop to part-time status will be asked to terminate the ISEP position effective the date of withdrawal or the date of reduction to part-time status
* Maximum amount of money a student can receive by participating in ISEP is $1,000 per term
* Maximum hours assigned to students cannot exceed 15 hours per week, unless the student is on a special project/reading week, etc.
* Must either possess or be eligible to apply for a valid Canadian Social Insurance Number

**Non-Funded Student Position**

* Applicants returning to the college on a full-time basis in September will be given first consideration
* Work completed must be on a college campus location