



BCIT STUDENT EMPLOYMENT (BSEP) GUIDELINES FOR SUBMISSION

Student Employment Services

3700 Willingdon Avenue
Burnaby, BC V5G 3H2
T 604.432.8741 • F 604.435.3122

A limited number of part-time positions are made available on campus for full-time students. If your department is considering employing a student under the BCIT Student Employment Program (BSEP) during the 2011/2012 academic year, please review these guidelines and complete an on-line application form available from Susan_Ames@bcit.ca. Please submit your completed application in hard copy to SW1, room 1022. To be considered, completed applications must be received by 4:00 pm on Monday, March 7, 2011.

Sorry, no late applications will be accepted.

Individual student employee positions must not exceed eight hours a week. The minimum project hours is established at 150 hours. There can be more than one student participating in a project.

Hours per week X number of weeks X number of students = Project Hours

Jurisdiction of specific positions is determined by the Labour Relations office in consultation with the bargaining units. Inquiries about union acceptance of the position should be directed to Christie Macdonald, Labour Relations at 604.451.6857.

Please note: Authorization from unions is required before any student can be hired. The provision of the collective agreement does not allow student employees to be used to perform functions normally intended for employees under the collective agreement. For further information please consult relevant sections of the collective agreement.

Positions will be assessed according to the following criteria by the adjudication committee appointed by the VP Student Services:

EVALUATION CRITERIA	WEIGHT FACTOR
Benefit to the student:	
> Career Enhancement	1
> Educational Opportunity	2
Benefit to BCIT community as a whole:	
> Program/service area	1
> Benefit large number of students and program/service areas	2

Student employees must be enrolled in a minimum of 60% full course load, (see Financial Aid and Awards criteria at bcit.ca/finaid/fulltime/courseload.shtml) and legally be entitled to work in Canada. Sponsors are responsible for screening eligible applicants to ensure they meet these requirements. Student positions for the 2011/2012 school year will be approved in May, and students will commence work from September 2011 to May 2012.

Wage rates have not yet been finalized and may change. BSEP will cover the full cost of wages for successful applicants up to the hours approved by the adjudication committee. Hours in excess of the hours approved by the committee will be the total responsibility of the department. Students may work a maximum of eight hours per week.

All positions must be posted on eJobs for a three-week period. Detailed posting instructions will be forwarded to sponsors on approval of your project.

Incomplete and late applications will not be eligible for BSEP. For further information please call local 8741 or e-mail Susan_Ames@bcit.ca.