

How to Submit Your ISWEP Funding Application

Step-by-Step Instructions

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 2025-2026 academic year. If you encounter any issues, please contact Tina Squires (mucep@mun.ca) or Robert Ryan (rwryan@mun.ca) for assistance.

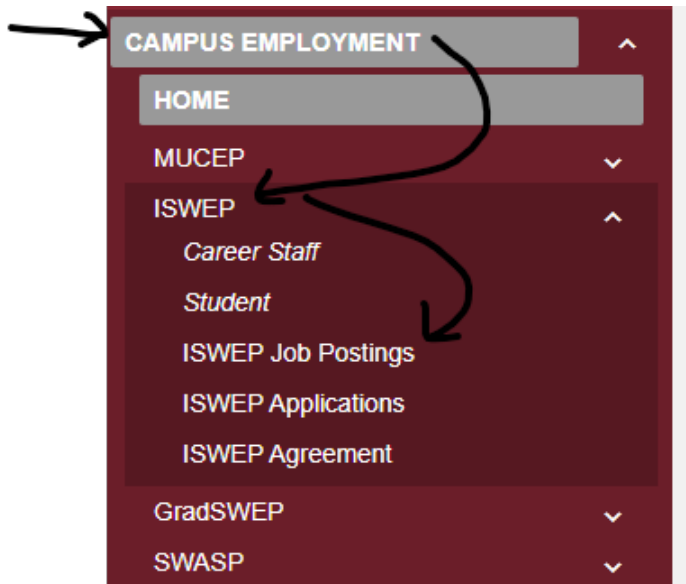
1. To start, go to Staff\Faculty ISWEP page found [here](#). Click the “Staff\Faculty Login to Orbis (My MUNLife)” link, and use your MUN credentials to log on.

The International Student Work Experience Program (ISWEP) is an on-campus part-time employment program for undergraduate international students.



- [Staff\Faculty Login to Orbis \(My MUNLife\)](#)
- [ISWEP Funding Guidelines and Selection Criteria](#)
- [How To Submit Your ISWEP Fund Application 2025-2026](#)

2. Once logged in, you can proceed to post the Job/Funding Request. In the left-hand pane, select **Campus Employment > ISWEP > ISWEP Job Postings**.



Welcome to the campus employment section
number of different campus employment opt

MUCEP:

Memorial's Undergraduate Career Experience F
from undergraduate research, to program plann

ISWEP:

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 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.

The screenshot shows the '77820 - Untitled Posting' page in the 'Memorial University - Career Development' system. A red sidebar on the left contains navigation icons. The main content area has a dark header with a 'Job Posting' button. Below the header, there's a 'Job Posting Status' section with 'Unsaved' and 'Not Set' buttons. A yellow banner reads 'Welcome to the ISWEP Job posting Module'. The 'Company Info' section contains a 'Clear Contact Info' button and a table for company details. Annotations include a large black arrow pointing to the 'Job Posting' button and four white arrows pointing to the 'Change Organization Contact' button, the 'Job Contact First Name' field, the 'Job Contact Last Name' field, and the 'Email' field.

Company Info	
If you do not want contact information to appear on your posting click on the "Clear Contact Info" button.	
<button>Clear Contact Info</button>	
Enter Description for Company Info	
Organization :	Memorial University <button>Change Organization Contact</button>
Division :	Career Development
Job Contact First Name :	Robert W
Job Contact Last Name :	Ryan
Phone :	999.99
Email :	rwryan@mun.ca

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.


ISWEP Job Posting Information	
General Information for Grant Holders 1. Use a separate form for each different position requested. 2. Please review the guidelines at: https://www.mun.ca/student/media/production/memorial/administrative/student-life/files/cai 3. Find all relevant ISWEP grant holder forms at: https://www.mun.ca/student/career-services/faculty-and-staff-hire-student-st An important part of ISWEP is the experience students gain through the process of applying for and being interviewed for a position listed for positions to be interviewed prior to a final decision. The exception is the winter semester when the same student can be carried forward in the same position without reapplying. Please note that Memorial University's policy on Conflict of Interest applies to the hiring of ISWEP students. The full policy can be found here .	
Department *:	<div>--Select--</div>
ISWEP Grant Holder Name *:	<div></div> <div>Enter the name of the ISWEP Grant Holder.</div>
Grant Holder Email *:	<div></div> <div>Please enter the email of the Grant Holder.</div>
Position Type *:	<div>ISWEP Position</div>
Job Title *:	<div></div>
Job Description *:	<div><div>Source</div><div>B I S I_x</div><div><div>Styles</div><div>Format</div><div>Font</div></div></div> <div>MAX CHARS: 10000 CHARS REMAINING: 10000</div>

6. 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. No need to fill in the fields marked X.

Job Requirements\Qualifications *:	
Hours of Work *:	<input type="text"/> Flexible, Variable, Negotiable

Posting Go Live	
Go Live Date:	<input type="text" value="04/02/2025 11:59 PM"/> 

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="05/02/2025"/>  <input type="text" value="11:59 PM"/>								
Application Documents Required - New *:	<table border="1"><tr><td>Cover Letter</td><td><input type="checkbox"/></td></tr><tr><td>Resume</td><td><input checked="" type="checkbox"/></td></tr><tr><td>Transcript</td><td><input type="checkbox"/></td></tr><tr><td>Other</td><td><input type="checkbox"/></td></tr></table>	Cover Letter	<input type="checkbox"/>	Resume	<input checked="" type="checkbox"/>	Transcript	<input type="checkbox"/>	Other	<input type="checkbox"/>
Cover Letter	<input type="checkbox"/>								
Resume	<input checked="" type="checkbox"/>								
Transcript	<input type="checkbox"/>								
Other	<input type="checkbox"/>								

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.

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 : 

--Select--


Enter the number of students requested for this semester

Funding per student (Spring) : 

--Select--


Indicate if position(s) are 40 or 80 hour

Fall Semester

Fall Semester : 

--Select--


Enter the number of students requested for this semester

Funding per Student (Fall) : 

--Select--


Indicate if position(s) are 40 or 80 hour

Winter Semester

Winter Semester : 

2

Enter the number of students requested for this semester

Funding per Student (Winter) : 

40

Indicate if position(s) are 40 or 80 hour

Highest Need Semester *:




☐ Spring

☐ Fall

☒ Winter

Please indicate your semester of highest priority

Explanation of Funding Request *:



Enter brief explanation of request

Please enter an explanation of why

11. 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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At the bottom of the job posting screen, you must agree to the participation questions by selecting the checkboxes shown below. Then, on the bottom click the **Save Posting** button.

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"/>
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 signed by your Dean/Director/Department Head . 5. Once your job posting has been signed, please send to 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. I acknowledge 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: _____ Print Name: _____ Date: _____ <input type="checkbox"/>
<div>Save Posting Preview Posting Delete Posting</div>	


12. Scroll down on the next screen and click "Save".

Staff Employment Details

Source | [Icons]

B **I** **S** **I_x** [Icons]

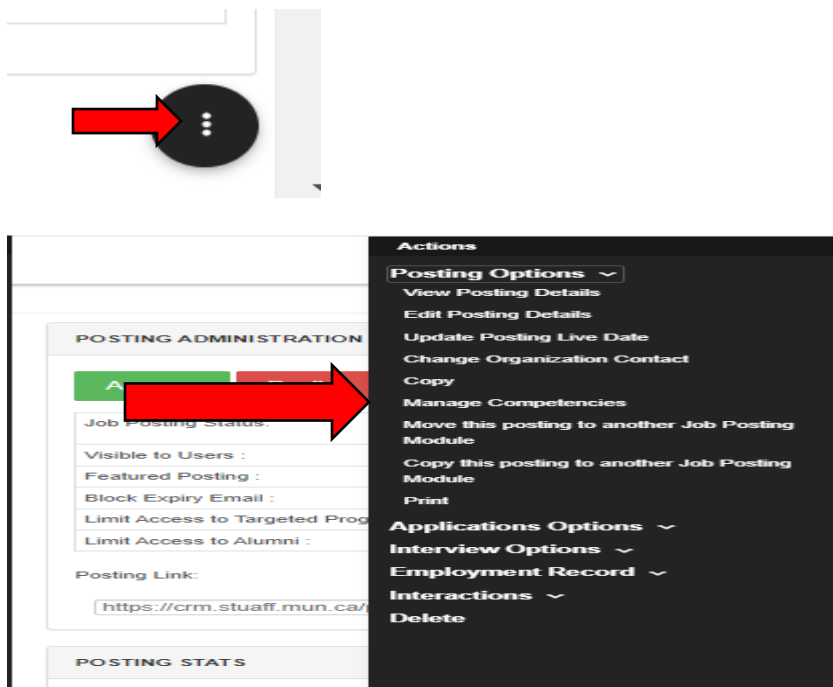
Styles Format F



Save **Skip**

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).



Manage Job Competencies


ISWEP Job Postings

Assignable Competencies:



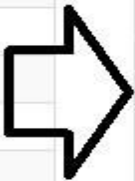
☐ SELECT ALL

- ☒ 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



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


15. You should now see your competencies on the main job posting screen.



Anticipated Competencies

- Academic Knowledge
- Adaptability / Resilience
- Communication

POSTING ADMINISTRATION



Job Posting Status:	Pending Sub
Visible to Users :	No

16. On the next screen, click the **Action Circle** in the bottom right on the screen, 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 just have to do this step (Step 13) again.

The screenshot displays the 'POSTING ADMINISTRATION' section of a web application. At the top, there are three buttons: 'Approve' (green), 'Decline' (red), and 'Expire' (blue). Below these is a table with the following data:

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

To the right of the table is a vertical ellipsis menu icon. A large black arrow points from this icon to a dropdown menu titled 'Actions'. The dropdown menu contains the following options:

- Posting Options** (with a dropdown arrow)
 - View Posting Details
 - Edit Posting Details
 - Update Posting Live Date
 - Change Organization Contact
 - Copy
 - Manage Competencies
 - Move this posting to another Job Posting Module
 - Copy this posting to another Job Posting Module
 - Print
- Applications Options** (with a dropdown arrow)
- Interview Options** (with a dropdown arrow)
- Employment Record** (with a dropdown arrow)
- Interactions** (with a dropdown arrow)
- Delete**

A large white arrow points from the left side of the page towards the 'Actions' dropdown menu.

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: _____ Print Name: _____

Date: _____

