



# Work-Study Fall 2018

## Part-time Employment Opportunities for UNBF Students



Work-Study is a subsidized work program designed to assist financially needy students with the high costs associated with post-secondary study. The program will also provide students with an opportunity to gain valuable skills/experience in an **on-campus, part-time employment** situation. Work-Study positions are 10 hours per week, **\$13.50** per hour.

***Due to the limited number of available positions, program eligibility will not guarantee employment.***

Eligibility is restricted to full-time UNB **undergraduate and graduate** students with **demonstrated** financial need. Students must also be in good academic standing (GPA of 2.0 and over from the most recent assessment year) to be eligible for program consideration.

**VIEW** available Work-Study positions on-line **Friday, August 17th, 2018**, at [Career Development and Student Employment Centre \(Neville Homestead\)](#).

### **MANDATORY Step-by-Step Application Process:**

**Step 1: CONTACT** the Financial Aid Office at **453-4796** between **Tuesday, September 4th - Thursday, September 20th, 2018**, to set up an appointment for a **“Financial Assessment”** to determine program eligibility. Needs Assessment Application is available at the Financial Aid Office.

**Step 2: COMPLETE Resume and Cover Letter Writing Workshop by September 20, 2018.** To secure your seat, please register at <http://www.unbtls.ca/events/>. Review the [Workshop Schedule](#) for dates and times. You may also review the Event Calendar by month to review upcoming workshops.

**Step 3: SUBMIT** your resumes and cover letters **on-line under D2L, Free Course section, UNB Work Study program Fall 2018**, no later than September 21, 2018, by 4 p.m. You can apply to a maximum of eight positions.

**Step 4: HIRING DEPARTMENT** will contact those selected for an interview.

### **DEADLINES:**

**#1 Financial Assessment & Resume Workshop - T HURSDAY, SEPTEMBER 20, 2018, by 4 p.m.**  
**Financial Aid Office, First Floor, Jones House (26 Bailey Drive), Telephone 453-4796**

**#2 SUBMIT Resumes and Cover Letters - FRIDAY, SEPTEMBER 21, 2018, by 4 p.m.**  
**Career Development & Employment Centre, Neville Homestead, Telephone 453-4620**

## WORK-STUDY FINANCIAL ASSESSMENT PROFILE

*Please complete the budget below to demonstrate financial need (attach Temporary/Financial Assessment from your Provincial Student Aid Department verifying loan/bursary award(s)).*

Name: _____		Student No.: _____		SIN# _____	
DOB: (dd/mm/yr) _____	E-Mail Address: _____	Faculty _____	Year in Program _____	GPA (recent) _____	International Student: <input type="checkbox"/> <input type="radio"/> Male <input type="radio"/> Female

### STUDENT RESOURCES (September 2018 – April 2019)

Savings (carried forward from summer)	\$ _____
Expected student earnings from non-work study employment (2018/19 academic year)	\$ _____
Family/parental resources	\$ _____
Scholarships, Trust Funds, other	\$ _____
Canada Student Loan	\$ _____
Provincial Student Loan	\$ _____
Provincial Bursary (if applicable)	\$ _____
Canada Student Grant	\$ _____
<b>TOTAL RESOURCES</b>	<b>\$ _____</b>

### STUDENT EXPENSES (September 2018- April 2019)

Tuition and Fees (academic year)	\$ _____
Books (academic year)	\$ _____
Rent	\$ _____ x 8 = \$ _____
Utilities	\$ _____ x 8 = \$ _____
Food	\$ _____ x 8 = \$ _____
Residence (academic year if applicable)	\$ _____
Local Transportation \$ _____ + Return Transportation (if applicable) \$ _____	\$ _____
Miscellaneous (entertainment, laundry, etc.)	\$ _____
Other (daycare, child care costs, etc.)	\$ _____
<b>TOTAL EXPENSES</b>	<b>\$ _____</b>
<b>TOTAL EXPENSES – TOTAL RESOURCES = NEED</b>	<b>\$ _____</b>

**My signature certifies that the information provided above is true to the best of my knowledge.**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

*Please sign, print application and return in person to the Financial Aid Office by Thursday, September 20th, 2018 (4.00 p.m.)*