



Arts Student Employment Fund Application – 2017

The Arts Student Employment Fund (ASEF) of the Arts Undergraduate Society supports career-advancing and/or academically-based employment opportunities for Arts undergraduate students on campus. Each year, the fund is opened to applications from McGill departments and units for projects meeting the following criteria:

- Employment opportunities must have as their basis an academic orientation and be of assistance to the student(s) in acquiring valuable career-related skills;
- The work assigned must be appropriate for an Arts undergraduate student and their employer must be able to provide the necessary support as they seek to fulfill their duties;
- Employers must not take the financial situation of candidates into account when accepting or rejecting applicants for the position;
- Special attention will be given to projects that enhance the overall wellbeing of Arts undergraduate students on campus, and to research positions;

All applications will be reviewed by the Arts Student Employment Fund Committee (ASEFC), with decisions subject to majority approval by the AUS Legislative Council. Additional funding for units that have previously received funding will be conditional on submission of a report on past projects (see below for details). Applications for up to 100% of position budgets are considered, however partial or matched applications are also encouraged.

Application instructions:

Please include responses to all fields listed below in a .docx or .pdf file, submitted to the AUS VP Academic at academic.aus@mail.mcgill.ca by January 27th, 2017. Relevant documents or resources may be included as appendices.

Required Fields:

- Section I: General Information
 - Department / Unit name
 - Contact name
 - Contact email and phone number
 - Total funding amount requested
 - Department / Unit FOAPAL
- Section II: Project and Applications Details
 - Position title(s)
 - Total length of employment, hours and pay for each position
 - Total number of positions to be made available
 - Brief description of the nature and duties of each position
 - How the project meets the above criteria of the ASEF



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- Indicate if the position(s) will fall under the AMUSE or AMURE [Collective Agreement](#) (and if so, which)
 - Any other possible sources of funding

Reporting Back:

Successful applicants should submit a brief report on their project(s) to the AUS VP Academic at academic.aus@mail.mcgill.ca within 1 month of project completion. Future funding applications will not be considered until a report is submitted. However, interim or preliminary reports for ongoing projects may be submitted alongside new applications.

Reports can be prepared in collaboration between the student and supervisor and should include the following:

- Brief overview of student involvement in the project (orientation to unit, duties carried out, mentorship experiences, etc.)
- Specific skills or competencies gained by student(s)
- Challenges or learning experiences encountered
- Future plans for the initiative (changes or improvements, funding sources, etc.)
- Impact of the project, particularly on Arts undergraduate students if applicable

Deadline to apply: Friday, January 27th, 2017 at 5:00 p.m.

Please note that only students who have contributed to the ASEF are eligible for employment. For more information on the fund or the application process, contact the AUS VP Academic at academic.aus@mail.mcgill.ca.