



**RESEARCH AFFILIATE PROGRAM
Job Posting Request**

Please note that Information should be provided in both Official Languages, no matter which form you use.

Part 1 – Administrative Information
Responsible Manager Name : Title : Telephone : Fax : E-mail :
Human Resources Contact Name : Title : Telephone : Fax : E-mail :

Part 2 – Job Advertisement Template
Department / Agency:
Position Title (English and French):
Number of positions available:
Location of the position:
Stipend / Salary:
Duration of RAP job assignment: <i>*Note: Student work terms must be renewed if it will continue beyond the initial duration indicated. Please refer to re-employment terms and form.</i>

Hours per week:

** Note: Students in this program work part-time only, up to a maximum of 25 hours per week.*

Availability Date (mm/yyyy):

Please specify the date by which candidates must be available for work.

Is travel involved (Yes or No)?

Is shift work required (Yes or No)?

Will travel expenses be reimbursed for candidates to be interviewed (Yes or No)?

Will travel expenses be reimbursed for candidates who are hired (Yes or No)?

Employment Equity

If this RAP opportunity is being restricted to members of designated Employment Equity groups, please indicate which group(s):

- Members of visible minority groups
- Aboriginal peoples
- Persons with disabilities
- Women
- All the above

Foreign Languages

Is knowledge of language(s) other than English or French required? If so, please indicate which language(s):

Work Environment / Challenge (English and French)

Please provide information on Department/Agency and/or a brief description of the responsibilities and challenges of the position.

Other Requirements (English and French)

Please list any other requirements of the position that are not indicated above which could be used as screening criteria (e.g. students must be willing to work in remote locations).

Information to be provided

Please indicate which information is required:

Résumé

References. Number required (): _____

Transcripts

Text requirements (English and French):

If you wish candidates to write an essay, please specify the maximum length of the essay and define the question / issue to be addressed.

Education Requirements (English and French)

Note: Applied research must be a requirement of graduation

Currently enrolled in:

Areas of Study and Specializations

Please use the Areas of Study and Specializations form to indicate which academic specializations should be considered in conducting a search of the Inventory.

Depending on the position, the choice of specializations can be very narrow or very broad. For example;

- One specialization only (ex: petroleum engineering)
- All specializations within one Area of study (ex: All Physical Education, Recreation and Leisure)
- Some specializations in several Areas of study. Ex: specializations related to the forestry field in (1) Agriculture, Forestry and Fisheries, (2) Engineering and Technology, (3) Environment and Natural Resources, and (4) possibly in Natural Sciences.

Canada