

POSITION INFORMATION

Position Title:		Hourly Wage:
Start Date:	End Date:	Hours Per Week:
Work Location (Name of City/Town):	County:	# Positions Requested:

REQUIRED QUALIFICATIONS – List the Skills, Certificates, Previous Experience, etc. needed (8 or less – these will be used in the job catalogue)

From the list below choose between 4 and 10 position **Functions / Skills** that best describe how the student will spend their time. Beside the function selected, indicate the percentage of time each one will require.

<u>Function / Skill</u>	<u>% of avg wk</u>	<u>Function / Skill</u>	<u>% of avg wk</u>	<u>Function / Skill</u>	<u>% of avg wk</u>
Accounting/Payroll	_____	Equipment Maintenance	_____	Program Administration	_____
Advising	_____	Fundraising	_____	Program Development	_____
Analyzing	_____	GIS Use	_____	Program Management	_____
Auditing	_____	Horticultural/ Silviculture	_____	Recreation	_____
Bartending	_____	Interpreting	_____	Report Writing	_____
Budgeting	_____	IT Design/Development	_____	Research	_____
Cartography	_____	Kitchen Duties	_____	Restoration, Artifact	_____
Child Care	_____	Lab Work	_____	Statistical Analysis	_____
Cleaning	_____	Lawn Moving	_____	Summarizing	_____
Coaching	_____	Maintenance/General	_____	Supervising	_____
Coordinating	_____	Marketing/Sales/Public Relations	_____	Survey/Testing	_____
Curriculum Development	_____	Repairs	_____	Taping/Filming	_____
Customer Service	_____	Office Assistant	_____	Therapy / Occupational/ Speech / Physical	_____
Data Collection	_____	Oral Presentation	_____	Translation	_____
Database Software Use	_____	Organizing	_____	Work with people/Elderly/ Special Needs	_____
Drafting	_____	Painting	_____	Other	_____
Evaluating	_____	Performing (acting/music)	_____		

CO-OP OPTION – For details, see the Co-op Option Guidelines at the website shown below.

**** I intend to hire a CO-OP STUDENT for this position. YES continue NO**

Next, review 'Co-op Coordinator List' located on our website at www.gov.ns.ca/econ/sep to select the Program of Study that matches your job description. Call the corresponding Co-op Coordinator to discuss if there's a student available.

The Coordinator will require a copy of this application along with the job description. If yes, the Co-op Coordinator will complete the following section.

This section must be completed by a **CO-OP COORDINATOR** at the university. *This page can be faxed.*

I have read the Job Description and certify that the duties listed for the position title stated above are complete and meet all requirements of my institution to be used for credit. I endorse this cooperative work term to be eligible for any student in Nova Scotia within the cooperative program of study listed above.

Eligible Program of Study _____

Coordinator Name Print: _____ Institution: _____

Coordinator Signature: _____ Date: _____

*****SAVE A COPY OF THIS APPLICATION FOR YOUR FILES *****

Questions? Contact us		
By Mail: Student Employment Programs PO Box 2311 Halifax, NS B3J 3C8	By Courier: Student Employment Programs 1660 Hollis Street, Suite 600 Halifax, NS B3J 1V7	By Phone: Toll-free: 1-800-424-5418 Local: (902) 424-6000 Fax: (902) 424-0508
Website: www.gov.ns.ca/econ/sep		Email: sepinfo@gov.ns.ca