**2017 Canada Summer Jobs**

Human Resources will be processing an online application for all University of Lethbridge proposed Canada Summer Jobs (CSJ) by the January 20, 2017 application deadline. Each job will be assessed individually by Service Canada using the assessment criteria in section 2.2 and section 5.2 of the [Canada Summer Jobs Applicant Guide](https://www.canada.ca/content/dam/esdc-edsc/documents/services/funding/youth-summer-job/csj-applicantguide.pdf). It is important that the below information is provided to reflect the jobs eligibility for the CSJ program. Additional information about the CSJ program is available on the [Service Canada’s website](https://www.canada.ca/en/employment-social-development/services/funding/youth-summer-job.html). All of the information provided will assist in the approval process and a decision will be provided in April 2016. We ask that the following information be sent by email, to fletcher@uleth.ca by **Thursday, January 19, 2017**, in order to include the proposed job in the University’s application.

**Important Note:**

**\*\*All of the information provided will be used to assess the job and compare to other proposed projects in order to gain approval, therefore it is suggested to review section 5.2 (Assessment Criteria) of the** [**CSJ Applicant Guide**](https://www.canada.ca/content/dam/esdc-edsc/documents/services/funding/youth-summer-job/csj-applicantguide.pdf) **prior to filling out this 15 question questionnaire.**

If you have any questions please contact Darren Fletcher @4483.

# Job Details

\*All questions are required to process the application and will be used by Service Canada to assess the job for program eligibility.

1. Job Title
2. Supervisor(s)
3. Number of Students Requested
4. Anticipated Start Date
5. Hourly Wage Rate
6. Number of weeks of Job
7. Number of Hours per Week
8. Tasks and Responsibilities
9. Supervision and Mentoring Plan for the Student
10. Special Health and Safety Practices for the job
11. Will this job be a career-related work experience for the student hired?
12. Name the field of academic studies and demonstrate how the field relates to the job
13. Will your organization make special efforts to hire a priority student? (Service Canada defines a priority student as: a student with a disability, an Aboriginal student or a student who is a member of a visible minority) If YES, indicate which priority group.
	1. Please provide a recruitment plan to hire the priority student or indicate if you have already identified a priority student (Necessary if previous question is yes)
14. Service Canada has identified services in the local community that may be related to the tasks and responsibilities of this job. Below is the list compiled by Service Canada please identify all that apply.
	1. to persons with disabilities
	2. to newcomers to Canada
	3. to Aboriginal peoples
	4. to members of a visible minority
	5. to persons who are homeless or street-involved
	6. to other groups with social or employment barriers including literacy and numeracy
	7. to children or youth
	8. to seniors
	9. related to environmental protection
	10. related to crime prevention
	11. related to public health or safety
	12. related to cultural development or historical preservation
	13. not applicable
15. Service Canada has identified local priorities for Lethbridge as being Special Events, Location and Sector. Does this job support a local priority? Yes or No (Refer to this [website](https://www.canada.ca/en/employment-social-development/services/funding/youth-summer-job/local-priorities.html) for additional information on the Local Priorities for Lethbridge).
	1. If above question was yes, indicate which local priority(s) (Explanation needed)
16. Is the proposed CSJ position accounted for in your department’s budget? If no, please indicate the source of the funds.

\*Additional information may be requested at a later date.