

OWSP Fast Facts

- The employer must complete a “Job Vacancy Application” form and submit to Diane Cardinal – Financial Aid
- Job approval process takes a minimum of 5 business days
- Interested students must pick up an application package in C226 – Kim Bedor – Student Employment Service
- The approval process for the student takes a minimum of 48 hours
- Kim will email the student with the approval process outcome
- Students may work a maximum of 15hrs/wk but cannot exceed \$1,000 of earnings per semester. **If the student was hired to work for 15 weeks in the semester they could not exceed 6hrs/wk of work in order to honour the \$1,000 earning maximum.**
- The hourly rate for an OWSP student is \$10.00. You are welcome to add a top-up to this hourly rate.
- 75% of the \$10.00 hourly rate is covered as a wage reimbursement to the employer. The remainder 25% (\$2.50/hr) must be covered through your department’s operating budget.
- OWSP students will be paid from your operating budget through a work authorization for the full hourly rate. Your department will receive a 75% reimbursement.

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