

How to Hire a PICS Climate Intern

If you receive approval for PICS funding for your Climate Internship project, you will be responsible for hiring your intern. Below are the steps you will need to take to go about hiring your student and receiving your PICS funding. Please feel free to reach out with any questions at: picsinterns@uvic.ca

STEP 1: DRAFT YOUR JOB DESCRIPTION

Your first step to secure your intern is drafting your job description. Much of what you need to complete your job description is already included in the Internship section of your funding application to PICS.

Tips for Creating your Job Description

Have inclusivity in mind at the outset and throughout your hiring process. Here are a couple of resources to assist you with creating an inclusive job description.

- [DEI Hiring: How to Create Inclusive Job Descriptions \(Inclusion Hub\)](#)
- [Writing and Inclusive Job Description \(VIU\)](#)

We recommend you include the following content in your job description:

- Your Organization/Position Summary
 - o Provide a brief description of your organization and an overview of the internship position.
 - o The overview should help the student (intern applicant) to understand the working context and what they will experience in the job.
- Intern Responsibilities/Learning and skill-building opportunities
 - o Outline the specific day-to-day tasks for the intern
 - o Include 3-5 specific responsibilities the intern will have (e.g., collecting field data, conducting background research, managing digital content, organizing events, writing briefings)
 - o Identify 2-3 opportunities for applicants to learn/build skills through the job
- Qualifications
 - o Define expectations as well as what you are flexible about
 - Student education level (e.g., undergraduate, Masters, PhD)
 - Field of study/degree
 - Years of experience but also clarify requirements vs. preferences
- Skills and abilities Internship logistics
 - o Position location; whether it will be in-person, remote or hybrid
 - o Expectation for hours
 - o Internship salary
- Acknowledgement of PICS funding support



STEP 2: POST AND SHARE YOUR JOB DESCRIPTION

As soon as it's ready, please send a copy of your job description to PICS at picsintern@uvic.ca.

Post or send your job post to a minimum of two of the four PICS partner university student career centres and/or co-operative education offices. We recommend you post to all four universities as this will provide you with the broadest pool of potential applicants for your posting. PICS will also post all internship jobs on our website.

Access the job posting boards through the following links (you will be asked to register prior to posting your job):

UNBC, <https://www.unbc.ca/career-centre/submit-job-or-volunteer-posting>

UBC, <https://hireastudent.ubc.ca/post-job>

UVic, <https://learninginmotion.uvic.ca/employers/accountRegistration.htm>.

SFU, <https://www.sfu.ca/hire/career/jobs.html> or send an email to the Coop Office to the attention of Paul DeGrace, paul_degrace@sfu.ca

Eligible students must be enrolled – or accepted for enrolment – in a fulltime undergraduate or graduate program at one of the four PICS partner institutions: UVIC, UBC, SFU or UNBC. Students must either be returning to complete their degree programs following the internship or have completed their programs the semester prior to the start of the internship.

STEP 3: COMPLETE YOUR HIRING PROCESS

You will receive applications through each of the job posting boards in advance of your posted closing date. It's up to you to review the CVs and qualifications of applicants, conduct your hiring process, and select the student best suited to your internship opportunity. You will also be responsible for communicating with your applicants and making your job offer.

To have the greatest visibility to students seeking employment, we recommend you aim to complete your hiring process by March 31, 2024. Students should be selected no later than April 30, 2024.

STEP 4: LET US KNOW WHO YOU'VE HIRED

Please notify us at picsintern@uvic.ca as soon as you have selected your student. We will be seeking a few pieces of basic information about your hiring process and the student you have hired and then your funding will be transferred.