

# ASEF Application Winter 2026

ASEF stands for Arts Student Employment Fund! ASEF supports career-advancing and/or academically-based employment opportunities for Arts undergraduate students. These include Casual Research Assistant positions with professors within the Faculty of Arts, as well as various employment opportunities with other units across campus. The funding comes from the opt-outable Arts Student Employment Fund Fee which is collected from students on a semester basis.

You are eligible to apply if you are an Arts Undergraduate Student at McGill, and if you did not opt out of the ASEF fee for the Fall and Winter semester, respectively.

If you would like confirmation about whether you are opted in or out, please reach out to the AUS VP Academic. All employment opportunities must have some academic basis or orientation, and assist the student(s) in acquiring valuable career-related skills. Casual Research Assistants for professors are covered under the [AMURE collective agreement](#), while most other positions are covered under the [AMUSE collective agreement](#).

Please note that ASEF applications filed in Winter 2026 can only pertain to employment for the Summer 2026 term AND/OR Fall 2026 term.

The Committee may also exceptionally consider full-year applications for Fall 2025 + Winter 2026.

## **How do you inquire about or propose a position under ASEF?**

### **If you are hoping to propose your own project to a professor or unit:**

1. Set up a meeting with the professor or unit to discuss your research interests;
2. Provide the potential supervisor of your project with a detailed description of the idea, what you hope to accomplish, and any other relevant information;
3. Inquire into whether they would be interested in supervising you on this project;
4. Inquire about whether they know of other funding opportunities for the project;
5. Provide them with the ASEF information package and obtain their permission for you to submit an application.

### **If you are hoping to work with a professor or unit on their current research projects:**

1. Set up a meeting with the professor or unit to discuss their research interests;
2. Inquire into whether they can take on any research students for the term;
3. Ask the professor for a description of their current research and references to relevant publications, ensuring you understand the nature of the work you would be undertaking;
4. Respectfully inquire about whether they are working towards any grant proposals or know of other funding opportunities for the project;
5. Provide them with the ASEF information package and obtain their permission for you to submit an application.

### **If you are a professor or academic unit hoping to hire a student in the Faculty of Arts for your research project or administrative opportunity:**

1. Decide if there is a student in mind for this position in advance of applying.
  - a. If there is no particular student in mind, disregard Section 1 and 3.
2. Fill in Sections 2 and 4 of this application.
3. If your application is approved by the ASEF Committee, list your position publicly and take applications from students in the Faculty of Arts for the role.

#### **Important Dates**

Applications Open: **January 21, 2026**

Applications Due: **February 21, 2026**

Date you will hear back from the Committee: **March 14, 2026**

Application begins on the next page! Please download the file, fill out the information and email it to the VP Academic at: [academic.aus@mail.mcgill.ca](mailto:academic.aus@mail.mcgill.ca). You will receive a confirmation email if it is received! Please send it in PDF or word format.

# ASEF Winter 2026 Application

## Section 1 - Student Information

*This section should be filled out by the student seeking employment under ASEF.*

Student Name:

Student Number:

Program, Faculty, Year of Study:

Total funding amount requested:

Name of professor or unit who you will be working under:

Position Title:

Funding start and end date:

Semester project will commence:

Breakdown of total length of employment, hours and pay (ex.150 hours in February, 200 in March):

## Section 2 - Project Information

*This section should be filled out by the student seeking employment under ASEF and the professor or unit supervising the project.*

**Question 1. Please provide a description of the nature and duties of this position. Include sufficient details regarding what you would be doing, how you would do it, who you would do it with, etc. (approximately 250 words)**

**Question 2. How does this project meet the following criteria of ASEF?**

(approximately 250 words)

**Question 3. Does the position fall under AMUSE or AMURE collective agreement? If so, which one?** (AMURE is all causal research positions with departments and professors, AMUSE are the other McGill based employments)

**Question 4. Are you applying to/have other sources of funding for this position?**

### **Section 3 - Student Declarations**

*This section should be filled out by the student seeking employment under ASEF. Kindly check the boxes and e-sign, or print out and deliver to the AUS Office (Leacock B-12) by the due date listed above.*

I affirm that the project proposed will benefit my academic or professional goals.

I affirm that the application I filled is truthful and accurate.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Section 4 - Professor / Unit Declarations

*This section should be filled out by the professor or unit supervising the project. Kindly check the boxes and e-sign, or print out and deliver to the AUS Office (Leacock B-12) by the due date listed above.*

I affirm that myself or my academic unit can supervise a student in the aforementioned role for the term provided above.

I affirm that the application I filled is truthful and accurate.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_