The program pays 100% of the student’s hourly rate for tutoring children in reading (grades K-6) and math (grades K-9), or the parents of school-age children participating in an adult education program. Tutoring may be on a one-to-one or group basis. Under the America Reads/America Counts Program, college students are to be tutors and not teacher assistants. Any other work performed by students will be subject to payment from the school.

Tutors may work up to 19 hours per week while UC Riverside classes are in session and up to 39 hours per week during any full week while classes are not in session. One hour per week may be paid to attend evaluation and preparation meetings. The remaining hours must be for tutoring only. Note: You must verify that students working during UCR’s break are still enrolled for the next quarter at UC Riverside.

Work-Study students may not exceed approximately 19 hours of tutor training paid by the Federal Work-Study Program, prior to tutoring.

Job descriptions for math and reading must be posted separately. Designate each posting as either math or reading, not both.

Student applicants will provide you with a Federal Work-Study Placement Form and a printout of your job description at the interview.

Costs for fingerprint/background checks may be paid by either the student or your school. If your school picks up these costs, it is anticipated that student applicants will increase. If students have to pay for these costs, please provide them with the necessary forms or information to satisfy these pre-hiring requirements. UCR is not responsible for these costs.

Once fingerprinting and other requirements are concluded, complete the bottom portion of the Federal Work-Study Placement Form, and return to the student. Advise the student to take their completed Placement Form, job description, picture ID and their Social Security Card to the front counter of the UCR Student Services Building (HOSS) to make an appointment with the Financial Aid Office to obtain a “Letter of Clearance”.

Please refer to the Letter of Clearance for the number of hours a student is eligible to work, as schools are responsible for monitoring these hours. Any hours worked by a student above their Work-Study allocation will be paid 100% by your school.

Do not allow a new or re-hired student to work until you receive the Letter of Clearance. If you allow a student to work under the assumption that the student has Work-Study funds when funds have not been awarded, your school will be responsible for 100% of the salary.

Questions?

- For outside agency payroll questions, contact the Financial Aid Work Study Fiscal Unit at (951) 827-5429
- For instructions on how to post a job, contact the Career Center at (951) 827-3631
- For any other questions, contact the Financial Aid Work-Study Coordinator at (951) 827-7243