How to Hire a Student

ON-CAMPUS

REGISTER AND POST A JOB

1. Visit CAREERS.UCR.EDU
2. CLICK “Employer Resources” and select “Post a Job”
3. Register or sign in
4. Select “Post Jobs at UCR Only (no fee)” and choose Work-Study for position type
5. Complete the description and submit

REGISTER AND POST A JOB

Hire student
review documentation listed below.

Minimum Wage: $10.50*
*Jan. 2018 minimum wage will be $11

Copy a Previous Job:
Select “add new job;” an option to look at archived jobs will be available.

Approval Status:
An email will be sent to the employer contact when the position is approved.

Close a Job:
If the position is no longer available, return to SCOTJobs and change the expiration date.

INTERVIEW AND HIRE

1. Student applies for the position once it has been approved and posted.
2. Campus Department contacts and interviews candidates of interest.
3. Campus Department follows department procedure to confirm hire.

FOLLOW PAYROLL PROCEDURES

Student submits hours biweekly to timesheet.ucr.edu.

Supervisor approves timesheet based on UCR guidelines.

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REGULAR HIRES
Regular Student
On-Campus Employment
Program hires can apply for and begin working at any time of the year. There are no date restrictions.

WORK-STUDY HIRES
Employers wishing to hire Work-Study students must adhere to these campus-mandated dates:

- Sept. 11, 2017: Students can start to view and apply for Work-Study positions.
- Sept. 25, 2017: Students can start to work using Work-Study funds.
- Jun. 15, 2018: The last day students can work using Work-Study funds.

CONSIDER EMPLOYMENT DATES

MONITOR STUDENT WORK HOURS

Classes in Session: Up to 20 hours per week
Classes not in Session: Up to 39 hours per week
Winter & Spring Break: Up to 39 hours each week

OVERSEE JOB PERFORMANCE

If the student does not perform the job in a satisfactory manner, notify your department.

CONTACT US

Financial Aid: finaid.ucr.edu
(951) 827-5429
Work-Study Award Amount and Eligibility Periods

UCR Career Center: careers.ucr.edu
(951) 827-3631
Job Postings & Hiring Process

Human Resources: hr.ucr.edu
(951) 827-2622
Student Employment Guidelines

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