

Sample Work-Study Job Description

OFF-CAMPUS EMPLOYERS

Not sure where to start in putting a work-study job description together? Go through these steps to provide important details for your description to meet federal guidelines. This will support you in a smooth reviewal process once posted via Handshake.

Job Description Template

Job Description:

Should include the specific off-campus department student will be working for; specific role the student will report to; target audience they will be serving as part of their job role; should include one to two sentences of their main role.

| Duties & Responsibilities | Job Requirements | Hours |
|---|--|--|
| <p>List at least two to three bullet points of specific tasks the student will be assisting with.</p> <p>Main duties include, but are not limited to:</p> <ol style="list-style-type: none">1. Routine office duties such as reception, photocopying, computer work, and running errands.2. Meeting and special event conception, planning, coordination, and support.3. Marketing and communications support, including website and social media maintenance, poster and flyer design, and copy writing. | <p>List any preferred skills or technology proficiencies you would like the student to have, if any.</p> <ol style="list-style-type: none">1. Professionalism: Must be reliable and dependable, reporting to work, completing assignments, and responding to communications (emails, texts, phone calls) promptly.2. Commitment to promoting diversity, equity, and inclusion.3. Ability to work during the window and occasional evenings to support diversity-related meetings and events.4. Positive attitude and courteousness.5. Excellent verbal and written communication skills.6. Proficiency in basic computer skills, i.e., word processing, spreadsheets, presentations, web sites, and social media. | <p>If you have specific days/times that you would like the student to be available for please provide. Otherwise, you can mention schedule is flexible.</p> <ul style="list-style-type: none">• 5-10 hours/week – flexible.• Occasional evening hours to support special events and meetings.• Office staff: Hours are available Monday through Thursday between 9:00 a.m. and 4:30 p.m. <p>Minimum wage 2023: \$15.50</p> |

WORK-STUDY JOB POSTING EXAMPLE - OFF-CAMPUS EMPLOYER

Where should students submit their application?

- Apply in Handshake
- Apply through external system

Job title- Work-study team will review job title and description to add classification.

Job title

WORK-STUDY - C, AVID Tutor (Grades 7-12), Mira Loma Middle School, Jurupa Unified School District

Employer

Jurupa Unified School District

Job Type

- Internship
- Cooperative Education
- Experiential Learning
- On Campus Student Employment
- Fellowship
- Graduate School
- Job
- Volunteer

For off-campus employers, please list "job" and "part-time" as job and employment type.

Employment Type

- Full-Time
- Part-Time

Duration

- Permanent
- Temporary / Seasonal

Start date

2023-01-03

End date

2023-05-26

Is this a Work Study job?

Work study jobs are for eligible students only.

- Yes
- No

For our team to review as a work-study position, it MUST be labeled correctly to route into the appropriate review bin. Only work-study positions are viewable by work-study eligible students. If you would like to open to all students, create two postings: one work-study and one for non-workstudy.

Apply start

2022-12-01 9:00 am

When students will be able to begin applying to this job.

Work-Study positions will typically be viewable in late August and will be expired by late April to allow time for onboarding. If your dates are set outside of these parameters, this will be changed by our team.

WORK-STUDY JOB POSTING EXAMPLE - OFF-CAMPUS EMPLOYER

Heading 1 **B** *I* U A

WORK-STUDY - C, AVID Tutor (Grades 7-12)
School District

Job Description

The employee will work under the direction of our AVID site coordinators and/or certificated staff member to provide support and foundational skills to students. The AVID college tutors support and guide students through a rigorous 10 step tutorial process in the AVID classroom, that helps the student develop higher levels of critical thinking and processing through their course work. The JUSD AVID program works with MS and HS students that are college bound. As a tutor for the

JOB DESCRIPTION

This must be substantial and detailed.

For America Reads and America Tutors classification, if the job description identifies any subjects outside of the scope, it will not be approved.

You can copy and paste a description directly from your website – we'll retain all the formatting.

How many students do you expect to hire for this position?

2

This number can be approximate and will not be displayed to students. If you aren't sure, put 1.

Job location

5051 Steve Street, Jurupa Valley, California 92509, United States

[+ add another location](#)

Allow remote workers

Please remain consistent whether the job is virtual. It would also be beneficial to include verbiage of hybrid, in-person, or virtual within job description.

Paid or unpaid?

Paid Unpaid

Estimated pay

Jobs located in California, Colorado, New York, and Washington states (including jobs performed remotely from these states) must include an estimated pay range. Estimated pay ranges for jobs in other states are encouraged.

Show pay by

Amount

Rate

Custom range

\$ 18

USD

\$ 18

USD

Per hour

Per the CA Salary Transparency Law, employers must ensure a salary or hourly wage is listed on all postings. It will not be approved if left blank.

Sample Work-Study Job "A"

"A" CLASSIFICATION | AMERICA READS

America Reads "A" – Reading Tutor (K-6)

Work-Study program pays 100% of the student's hourly rate

Essential Duties and Responsibilities:

The employee will work under the direction of a certificated staff member or site administrator to provide foundational reading skills to students. Assist students in their development of appropriate reading skills. Will assist with phonics, vocabulary, text comprehension and fluency. Works one-on-one or in small groups to tutor students in reading and related skills in a classroom setting. Assists the teacher in devising special strategies for reinforcing material to meet the needs of the student. Guides independent study, enrichment work and remedial work assigned by teacher providing a safe, nurturing, and educational experience.

Qualifications:

Applicants must have good communication skills, demonstrate initiative, be able to follow/deliver instructional lesson plans, and have patience working with elementary students. Applicants should have a solid command of the English language and the ability to reinforce the skills being taught. Demonstrated ability to be flexible, patient and professional. Successful candidates should demonstrate a positive attitude and be sensitive to a diverse group of students and their learning challenges. Must respect the confidentiality and academic needs of all students. Ability to maintain regular attendance, dependability and punctuality as scheduled is essential to the successful performance of this position. Bilingual skills a plus but not required.

If accepted for employment after the interview, fingerprinting may be required by the school district in addition to anything required by UCR.

Sample Work-Study Job "E"

"E" CLASSIFICATION | AMERICA COUNTS

America Counts "E" – Math Tutor (K-9)

Work-Study program pays 100% of the student's hourly rate

Essential Duties and Responsibilities:

The employee will work under the directions of a certificated staff member or site administrator to provide foundational math concepts to students. Assists students in their development of appropriate math computation skills. Works one-on-one or in small groups to tutor students in mathematics and related skills in a classroom setting. Assists the teacher in devising special strategies for reinforcing material to meet the needs of the student. Guides independent study, enrichment work and remedial work assigned by teacher providing a safe, nurturing, and educational experience.

Qualifications:

Applicants must have solid, basic math skills. Demonstrated ability to take initiative, be flexible, professional, and able to follow/deliver instructional lesson plans and have patience working with youth. Successful candidates should demonstrate a positive attitude and be sensitive to a diverse group of students and their learning challenges. Must respect the confidentiality and academic needs of all students. Ability to maintain regular attendance, dependability and punctuality as scheduled is essential to the successful performance of this position. Bilingual skills a plus but not required.

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Sample Work-Study Job "C"

"C" CLASSIFICATION | COMMUNITY SERVICE

Community Service - Tutor, Mentor, or Other Community-related Roles

Work-Study pays 75% of the student's salary and you pay the remaining 25%

Essential Duties and Responsibilities:

The employee will work under the directions of a certificated staff member or site administrator to provide foundational skills to students. The AVID Tutor will provide student support in the AVID classroom. The tutor will work directly with assigned students to assist in their learning in an inquiry-based environment. Works one-on-one or in small groups and subject matter may vary. The tutor will report directly to the classroom teacher and assist him/her in implementing course curriculum. Duties include, but are not limited to, individual and small group instruction, utilization of research-based intervention strategies, providing feedback to the teacher regarding student progress, and participating in course-related training. Assists teacher in providing a safe, nurturing, and educational experience.

Qualifications:

Applicants must have good communication skills, demonstrate initiative, be able to follow/deliver instructional lesson plans, and have patience working with middle and high school students. Demonstrated ability to be flexible, patient and professional. Successful candidates should demonstrate a positive attitude and be sensitive to a diverse group of students and their learning challenges. Must respect the confidentiality and academic needs of all students. Ability to maintain regular attendance, dependability and punctuality as scheduled is essential to the successful performance of this position. Bilingual skills a plus but not required.

If accepted for employment after the interview, fingerprinting may be required by the school district in addition to anything required by UCR.