Sample Job Description

ON-CAMPUS EMPLOYERS

Not sure where to start in putting a work-study or LAEP 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 on-campus department student will be working for; specific role they may 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
List at least two to three bullet points of specific tasks the student will be assisting with.	List any preferred skills or technology proficiencies you would like the student to have, if any.	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.
Main duties include, but are not limited to: 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.	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.	• 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. Minimum wage 2023: $15.50

FEDERAL WORK-STUDY JOB POSTING EXAMPLE- ON-CAMPUS EMPLOYER

Job title- Work-study team will review job title and description to add classification. If you have already selected a student for this position, add RESERVED to title and we will expire the position immediately.

Job title

WORK-STUDY - F, Finance & Administrative Student Assistant, UCR, Financial & Administrative Service:

Employer

UCR, Financial & Administrative Services Team 🔒

Job Type

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

If you are a UCR on-campus department, please label as "on-campus student employment.

Employment Type

● Full-Time
○ Part-Time

Duration

● Permanent
○ Temporary / Seasonal

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

2023-02-10 3:00 pm 📅

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

Expiration date

2023-04-01 12:00 am

When would you like the current active posting at your school to expire?

Work-Study positions will typically be viewable in late August and will close by mid-May. If your dates are set outside of these parameters, this will be changed by our team.

FEDERAL WORK-STUDY JOB POSTING EXAMPLE- ON-CAMPUS EMPLOYER

Description

> **JOB DESCRIPTION**
> This must be substantial and detailed, if the job description identifies any subjects outside of the scope, it will not be approved.

| Heading 1 ♦ | **B** | *I* | <u>U</u> | A | 🖌 | 📋 | ☰ |

WORK-STUDY - F, Finance & Administrative Student Assistant, UCR, Financial & Administrative Services Team

Working in the Finance Administrative Services Team (FAST) Department, the Finance & Administrative Student Assistant will service various departments within Enrollment Services, Academic Resource Center, and Summer Session.

Our mission is to provide excellent administrative support for our organization's 200 full time staff members and our 200-student staff which are responsible in managing recruitment, enrollment, class scheduling, financial aid, campus life and resource, events, graduation, and career readiness

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

> Riverside, California, 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 ⌄	$ 16 USD	$ 16 USD	Per hour ⌄

> **Due to the CA Salary Transparency Law, all employers are required to post a pay range. We recommend using the "Custom Range" to customize your range.**

Required documents (Optional)
☑ Resume
☑ Cover Letter
☐ Transcript
☐ Other Document (e.g. work sample, course schedule, or other misc documents)

LAEP JOB POSTING EXAMPLE- ON-CAMPUS EMPLOYER

Job title

WORK-STUDY/LAEP - R, Assistant Research Coordinator, UCR College of Humanities Arts and Social Sc

Employer

UCR College of Humanities Arts and Sc

Job Type

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

Employment Type

- ○ Full-Time
- ● Part-Time

Duration

- ○ Permanent
- ● Temporary / Seasonal

Start date

2023-04-01

End date

2023-06-09

Is this a Work Study job?

Work study jobs are for eligible students only.

- ○ Yes
- ● No

Apply start

2023-03-30 10:00 am

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

Expiration date

2023-05-05 12:00 am

When would you like the current active posting at your school to expire?

Job title- LAEP team will review job title and description to validate it meets the criteria. "R" is the job code that will be used for on-campus research positions. If you have already selected a student for this position, add RESERVED to title and we will expire the position immediately.

All UCR campus departments should use "on-campus student employment" job type for campus, part-time roles.

LAEP positions will also be included in the Work-study bin. Please select YES.

LAEP positions will be viewable to work-study/LAEP eligible students by July through mid-May. It is recommended to expire your position once it has been filled.

LAEP JOB POSTING EXAMPLE- ON-CAMPUS EMPLOYER

Description

| Heading 1 ⬦ | **B** | *I* | U̲ | A | 🅰 | ≣ | ☰ | ☰ | ✎ | 🖼 |

WORK-STUDY/LAEP - R, Assistant Research Coordinator, UCR College of and Social Sciences

The Brain Game Center Assistant Research Coordinator position will work with Research Coordinator(s) to learn how to conduct standard and complex laborat related to various research projects. Specifically, the Assistant Research Coord trained and become responsible for coordinating and administering research s activities as well as assisting in project planning, and ensuring that pre-establis study protocols, and regulatory requirements are followed. The Assistant Resea be responsible for recruiting and coordinating research assistants and subjects

You can copy and paste a description directly from your website — we'll retain all th

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

> 1

This number can be approximate and will not be displayed to students. If you aren'

Job location

> 900 University Avenue, Riverside, California 92507, United States

+ add another location

⬚ **Allow remote workers**

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 ⌄	$ 15.5 USD	$ 16 USD	Per hour ⌄

Required documents (Optional)
☑ Resume
☐ Cover Letter
☐ Transcript
☐ Other Document (e.g. work sample, course schedule, or other misc d

JOB DESCRIPTION
This must be substantial and detailed, if the job description is outside the scope of being research-based, it will not be approved. Information to include:
- **Name and title of student supervisor and department**
- **Purpose of the role within the department**
- **Duties & responsibilities and how they relate to the overall purpose** *(must be over 50% research-based)*
- **Qualifications for the position**
- **Rate of pay (if you choose to put a range, indicate qualifications associated with different rates)**
- **Any evaluation procedures or schedules, if applicable**

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. *Virtual positions should have regular check-ins with supervisor for feedback and supervision in their research.*

Due to the recent CA Salary Transparency Law, all employers are required to post a pay range. We recommend using the "Custom Range" to customize your range. If you choose to put a range rather than one rate, indicate qualifications associated with different rates in the job description.

Understanding the Classifications

"F" FEDERAL | WORK-STUDY

University Work-Study
Includes positions that primarily service the agency as opposed to the community (e.g., office, clerical, or administrative support).

Work-study program pays 65% of the students salary, your department pays the remaining 35% (65/35 split).

"C" COMMUNITY SERVICE | WORK-STUDY

Community Service
Incudes positions that primarily service the community as opposed to the agency

Work-study program pays 75% of the students salary, your department pays the remaining 25% (75/25 split).

"R" LEARNING ALIGNED EMPLOYMENT PROGRAM | LAEP

Learning Aligned Employment Program (LAEP)
Includes on-campus work-study research positions

Research requirements:
- **The majority of the job must be research based (51% or greater)**
- **Student to directly participate in research (*either academic and/or scientific research*) that is being undertaken by the department**
- **Research must be directed and supervised by faculty or staff member who will determine the research requirements**

Work-study program pays 100%, up to student's allocation.
Department/college responsible for 100% of wages after allocation is spent.

Sample LAEP Job "R"

"R" CLASSIFICATION | ON-CAMPUS RESEARCH

Research-Based, On-Campus Position

Essential Duties and Responsibilities:
The School of Public Policy at UC Riverside is looking for a Data Analysis Assistant, and will be reporting directly to Dr. Jane Doe, Professor of Public Policy. The purpose of the project is to examine the transnational migration of the highly-skilled. The data analysis assistant will assist the data analyst with these activities: collecting data from designated websites, re-coding both quantitative and qualitative data, interview ascribing and cleaning, organize data from different sources, creating flyers for workshops and events; helping interview scheduling, and facilitating focus group discussions. Once the data analyst assistant completes a quarter of training, they will be familiar with (1) data collection and preparation for document analyses and (2) preparation in qualitative data collection which is fundamental for community-based research.

Qualifications
- A strong GPA and demonstrated record of high marks in written work
- Strong work ethics
- Excellent verbal and written communication skills
- Ability to work with Microsoft Word, Excel, and Google Docs
- Patience and skills to pay attention to details
- Passionate with community-based research
- Decent knowledge on community and regional economic development

We are looking for students who can work through the Spring 2023 quarter (April 1 -June 30, 2023).