

LAEP Job Posting Guide

FOR ON-CAMPUS EMPLOYERS

Eligibility Criteria

Any on campus college or department can participate if they have a research-based position. Research positions will be defined as jobs where students have direct opportunities to participate in academic or scientific research by either conducting and/or assisting their research supervisor/mentor. Research positions may have other tasks/assignments but the majority of the role must be research based (greater than 50%).

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

Job Description Checklist

- Position Title** (include "WORK-STUDY/LAEP" in title, if rehiring a student include "WORK-STUDY/LAEP RESERVED" in title)
- LAEP "R" Classification in Title** (Career Center will add on your behalf)
- Department or office in which the student will be employed**
- Location where the student will perform their duties** (indicate if in-person, hybrid, or virtual)
- Name of the student's supervisor**
- Length of the student's employment** (beginning and end dates)
- Purpose of the position and/or project within the department**
- Duties/responsibilities associated with the position and how they relate to the purpose or role**
- Rate or range of pay for the position** (if there is a pay range, job description should include specific qualification for various levels or rates of pay associated with the position)*
- Evaluation procedures and schedules, if applicable**

*Rate of pay should meet CA minimum wage guidelines. As of 1/1/23, minimum wage is \$15.50.



Research Sample Statements

"R" CLASSIFICATION | ON-CAMPUS RESEARCH

- Research and analyze data and information.
- Use computer applications for on-line background and literature review search.
- Perform statistical and qualitative analyses.
- Prepare, format, and clean research data in support of specific projects.
- Prepare layout and format reports consistent with project specifications and stakeholder needs.
- Prepare written analysis, recommendations, and complex reports.
- Prepare, manipulate, and verify the accuracy and validity of data.
- Prepare tables, graphs, fact sheets, and written reports summarizing research results.
- Research and collects data through complex techniques and procedures, library research, or other project specific methodology.
- Interprets, synthesizes, and analyzes data.
- Schedules, organizes, and reports on status of research activities.
- Plans and modifies research techniques, procedures, tests, equipment, or software management.

**Majority of the role must be research based (greater than 50%).*

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 Social Science

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* U 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 laboratory related to various research projects. Specifically, the Assistant Research Coordinator will be trained and become responsible for coordinating and administering research activities as well as assisting in project planning, and ensuring that pre-established study protocols, and regulatory requirements are followed. The Assistant Research Coordinator will be responsible for recruiting and coordinating research assistants and subjects.

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

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

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

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

Job location

[+ 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

 ▾

Required documents (Optional)

- Resume
- Cover Letter
- Transcript
- Other Document (e.g. work sample, course schedule, or other miscellaneous)

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.

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 Fall and Winter 2023 quarters (September 18, 2023 - March 3, 2024).

Pay Range & Qualifications:

- \$16/hr – Entry-level, no previous research experience
- \$18/hr – Have previous research experience
- \$20/hr – Have previous research and supervisory experience

