Eligibility Criteria

Public Schools (Classification “N”)
Public schools operated by school districts, county superintendents of schools, the Department of the Youth Authority, or the Department of Education are eligible.

Nonprofit (Classification “N”) and For-profit Employers (Classification “P”)
Nonsectarian, nonpolitical organizations, or corporations are eligible if capable of providing participating students with full-time employment opportunities, or opportunities to connect with other employers capable of providing participating students with full-time employment opportunities, within their areas of study after graduation.

Job Description Checklist

☐ Position Title (include "WORK-STUDY/LAEP" in title, if rehiring a student include "WORK-STUDY/LAEP RESERVED" in title)
☐ LAEP "N" or “P” Classification in Title (Career Center will add on your behalf)
☐ Department, office, or organization 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 1/1/24, minimum wage is $16.00.
Sample LAEP Job "N"

"N" CLASSIFICATION | OFF-CAMPUS NON-PROFIT, PUBLIC SCHOOL

Non-profit or Public School Position, Off-Campus

*Essential Duties and Responsibilities:*
The 123 School District is looking for a Data Analysis Assistant, and will be reporting directly to Jane Doe, Director of Outreach. The purpose of the project is to examine the outreach efforts to increase enrollment in AUSD schools. 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

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
Sample LAEP Job "P"

"P" CLASSIFICATION | OFF-CAMPUS FOR-PROFIT

For-Profit Position, Off-Campus

**Essential Duties and Responsibilities:**
At Scribe USA, our medical scribes play a vital role in supporting physicians and health care providers while gaining first-hand knowledge and practical experience in the field. As a medical scribe, you will essentially be a personal assistant to the physician; performing documentation in the EHR, gathering information for the patient’s visit, and partnering with the physician to deliver the pinnacle of efficient patient care. For someone interested in medicine as part of a career goal to become a physician or physician assistant, the chance to become a Medical Scribe is unprecedented in its level of exposure to real medicine in practice. This position will report to the Scribe Program Manager.

**Qualifications**
- Responsible and mature demeanor with a passion for medicine
- Strong writing skills
- Quick and accurate typing speed
- Experience with medical terminology, human anatomy and human physiology is preferred
- Fully vaccinated against COVID-19 (two weeks after a second shot of a two-dose vaccine of Pfizer or Moderna or after a single-dose vaccine of Johnson & Johnson) or have an approved exemption
- Ability to stand, walk and follow a physician for extended periods of time
- Ability to work in a stressful and fast paced environment
- 1 year commitment at this site, continuous one year, not a summer position

We are looking for students who can work through the Fall 2023 - Spring 2024 quarters (September 18, 2023 - June 22, 2024).

**Pay Range & Qualifications:**
- $18/hr – Entry-level, no previous related experience
- $20/hr – Have previous related experience
LAEP JOB POSTING EXAMPLE - OFF-CAMPUS EMPLOYER

Job title

Work-Study/LAEP - N, Communication & Outreach Assistant, Human Migration Institute (HMI)

Tips for good job titles:
- Spell out words instead.
- Avoid using all caps.
- Avoid numbers or special characters.
- Keep it concise at 2-5 lines.

Position title - LAEP team will review job title and description to validate it meets the criteria. "N" is the job code that will be used for off-campus positions in Public Schools or Non-Profits. "P" is the job code that will be used for off-campus positions in For-Profit institutions. If you have already selected a student for this position, add RESERVED to title and we will expire the position immediately.

Select Job for off-campus employers

Position type

○ Job
○ Internship
○ On Campus Student Employment
○ Other

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

Work-Study program

Job description

Be sure to include specific skills you’re looking for, minimum requirements, and expected responsibilities.

WORK-STUDY/LAEP - N, Communication & Outreach Assistant, Human Migration Institute (HMI)

Are you passionate about making a positive impact in your community? Do you have strong communication skills and a knack for outreach? Are you a creative individual with a flair for graphic design? We have an exciting opportunity for you with the Human Migration Institute (HMI) for LAEP-eligible students.

Position: Communications and Outreach Assistant - Volunteer
Organization: Human Migration Institute (HMI)
Location: In-Person (Riverside, CA) / Remote
Time Commitment: 5-10 hours per week
Duration: Ongoing basis, 3-6 month initial period

About Us:
HMI is a nonprofit organization that promotes community building to support refugee

JOB DESCRIPTION
This section must be substantial and detailed. Please refer to the checklist on page 1.
Be aware that students are limited to working no more than 19 hours/week while enrolled in classes.

Select Temporary under Employment duration to indicate start and end dates. Dates should align with LAEP Program Dates. See [website](#) for more information.
Because students are hired as a UC Riverside employee utilizing LAEP funding, there should not be an work authorization limits for candidates.

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. See example in sample job descriptions from pages 2-3.

Because students are hired as a UC Riverside employee utilizing LAEP funding, there should not be an work authorization limits for candidates.
LAEP JOB POSTING EXAMPLE - OFF-CAMPUS EMPLOYER

Candidate qualifications

School year (optional)
- Freshman
- Sophomore
- Junior
- Senior
- Masters
- Masters of Business Administration
- Doctorate
- Postdoctoral Studies
- Certificate Program
- First Year Community / Technical College
- Second Year Community / Technical College
- Alumni

Please note: Only undergraduate students are eligible for the LAEP program at this time.

Latest graduation date (optional)
- Month
- Year

Major groups (optional)
Major groups combine related majors from every school on Handshake. Choose majors by school.

Minimum GPA (optional)
Only include if your job has specific requirements.

Choose schools
Where would you like to post your job?

Post to specific schools
Choose from schools where you have permission to post Work-Study jobs. View permissions.

Search by school name or location

Be sure to select University of California, Riverside (UCR) when selecting schools for this posting.
It is recommended to include the Work-study Eligibility Notification Form as one of the application documents students will need to upload to this posting to indicate their Work-study eligibility. Students can download at: https://wswf.ucr.edu/.
If you would like to add a teammate to review applications, simply select “invite new teammate” and Handshake will give you the ability to add someone without having to create a Handshake account.