

# LAEP Job Posting Guide

FOR OFF-CAMPUS EMPLOYERS

## 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"

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

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## 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"

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"P" CLASSIFICATION | OFF-CAMPUS FOR-PROFIT

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## 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

Tips for good job titles:

- ✓ Spell out words instead
- ✓ Avoid using all caps
- Avoid numbers or special characters
- Keep it concise at 2-5 words

Job 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.

### Position type

- Job
- Internship
- On Campus Student Employment
- Other

Select Job for off-campus employers

Work-Study program

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

### Job description

[Copy description from existing job](#)

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

**B** *I* U **:=** **!:=** @ *T<sub>x</sub>*

**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

#### JOB DESCRIPTION

This section must be substantial and detailed. Please refer to the checklist on page 1.

#### About Us:

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

# LAEP JOB POSTING EXAMPLE- OFF-CAMPUS EMPLOYER

## Location requirements

Where should candidates expect to work?

**Onsite**  
Employee works in person from a specific location.

**Remote**  
Employee works from home.

**Hybrid**  
Employee works a combination of onsite and remote.

### Onsite location

Add the city and state where the job is located. If you're hiring in multiple cities, include them all.

**Riverside, California, United States** ✕

Job is located at residential address

## Time requirements

How much should candidates expect to work?

**Full time**  
30 hours per week or more

**Part time**  
Less than 30 hours per week

Be aware that students are limited to working no more than 19 hours/week while enrolled in classes.

Hours (optional)

hours per

Employment duration

Permanent

Temporary or seasonal

Select Temporary under Employment duration to indicate start and end dates. Dates should align with LAEP Program Dates. See [website](#) for more information.

Estimated start date

Estimated end date



## Compensation and benefits

What should candidates expect to earn?

### Expected pay

Jobs located in jurisdictions that require a pay range (including jobs performed remotely from those jurisdictions) must include pay on the job post.

Range	<b>Custom range</b>	Unpaid	
Rate	Minimum pay	Maximum pay	Currency
Per hour	17	17	USD

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.

## Categorize your job

Tell us the type of job you're hiring for by adding job

### Job role groups

Search by job role or job role group. Add up to 3 groups. [Learn more](#) or [request a new job role group](#).

e.g., Accountants, Electricians, Marketing Managers

Public Relations Specialists X

## Candidate qualifications

Add your must-have qualifications to refine your candidate matches.

### Work authorization (optional)

All employers are responsible for complying with applicable law. [Work authorization](#) section only applies to jobs located in the United States. [Learn more](#) about work authorization.

This job requires US work authorization.

Because students are hired as a UC Riverside employee utilizing LAEP funding, there should not be an work authorization limits for candidates.

## 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  
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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?

Be sure to select University of California, Riverside (UCR) when selecting schools for this posting.

Post to specific schools

Choose from schools where you have permission to post Work-Study jobs. [View permissions.](#)

Search by school name or location  Lists   
University of California, Riverside (UCR... X

# LAEP JOB POSTING EXAMPLE- OFF-CAMPUS EMPLOYER

## Application process

What's the application window and process?

Application open date

2024-01-12 09:00 AM GMT-8



Application close date

2024-01-26 09:00 AM GMT-8



Number of hires

This will not show up to job seekers.

3

How will candidates submit applications?



On Handshake

Keep all your applications in one place.



On a separate website

Enter a website or Applicant Tracking System URL.

Additional required documents on Handshake

Handshake profile

Resume

Cover letter

Transcript

Other

Instructions for applicants

Work-study Eligibility Notification Form

40/150 characters

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/>.






## LAEP JOB POSTING EXAMPLE- OFF-CAMPUS EMPLOYER


### Your hiring team


Set up your hiring team to keep everyone informed, and manage how they receive updates.

#### Job owner



**Michelle Gomez**  
Associate Director, E...

[Add profile photo](#) 

[Remove](#) 

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#### Messaging availability

Give candidates the option to message you through the job post. Messages from candidates will not count against your message limit.

Feature Michelle Gomez as available for candidate messages

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#### Email settings

Send summary email once application period closes


Send email when a candidate who meets qualifications

Send email when a candidate applies


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.

#### Hiring team members (optional)

[Invite new teammate](#)

Choose team member 

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**Elizabeth Montgomery** [Remove](#) 

Send summary email once application period closes

Send email when a candidate who meets qualifications applies

Send email when a candidate applies