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"

"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).

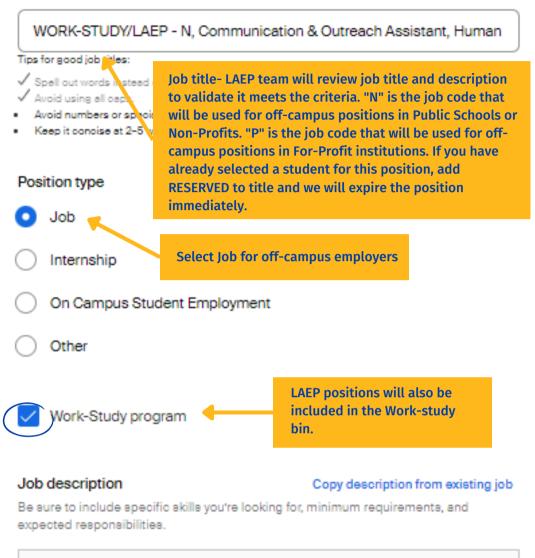
Pay Range & Qualifications:

- \$18/hr Entry-level, no previous related experience
- \$20/hr Have previous related experience





Job title



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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.

UC RIVERSIDE Career Center

About Us:

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



Location requirements

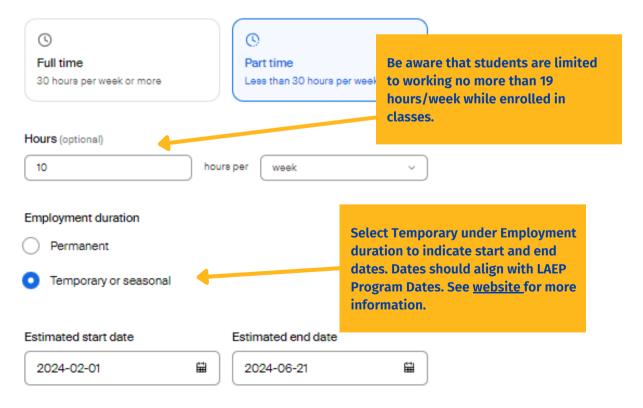
Where should candidates expect to work?

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Onsite	Remote	Hybrid
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site location		
	e the job is located. If you're h	iring in multiple cities, includ

Job is located at residential address

Time requirements

How much should candidates expect to work?



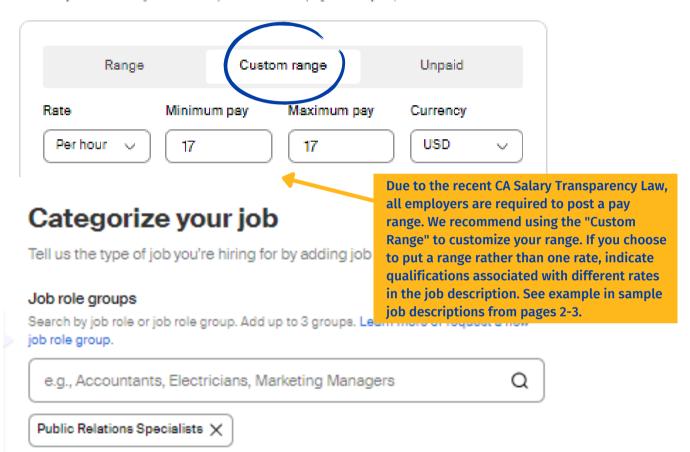


Compensation and benefits

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.



Candidate qualifications

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

Work authorization (optional)

All employers are responsible for complying with applicable law section only applies to jobs located in the United States. Learn a 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

Freshman Sophomore Junior	Senior Masters
Masters of Business Administration	Doctorate Postdoctoral Studies
Certificate Program First Year Com	nmunity / Technical College
Second Year Community / Technical Co	-
	Please note: Only undergraduate students are eligible for the LAEP
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Application process

What's the application window and process?

Application open date

2024-01-12 08:00 AM GMT-8

Application close date

2024-01-28 08:00 AM GMT-8

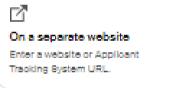
Number of hires

This will not show up to job seekers.

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How will candidates submit applications?

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Additional required documents on Handshake

 Handshake profile 	
🗸 Resume	
Cover letter	
Transcript	
✓ Other	It is recommended to include the Work-study Eligibility Notification Form as one of the application
Instructions for applicants	documents students will need to
Work-study Eligibility Notification Form	upload to this posting to indicate their Work-study eligibility. Students can download at: https://wswf.ucr.edu/.
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Your hiring team

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

Job owner

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