Work-Study Job Posting Guide

Not sure where to start in putting a Work-Study 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. First step is aligning your job description with the appropriate classification.

Work-Study Classifications

"F" FEDERAL

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

"C" COMMUNITY SERVICE

Incudes positions that primarily service the community as opposed to the agency.
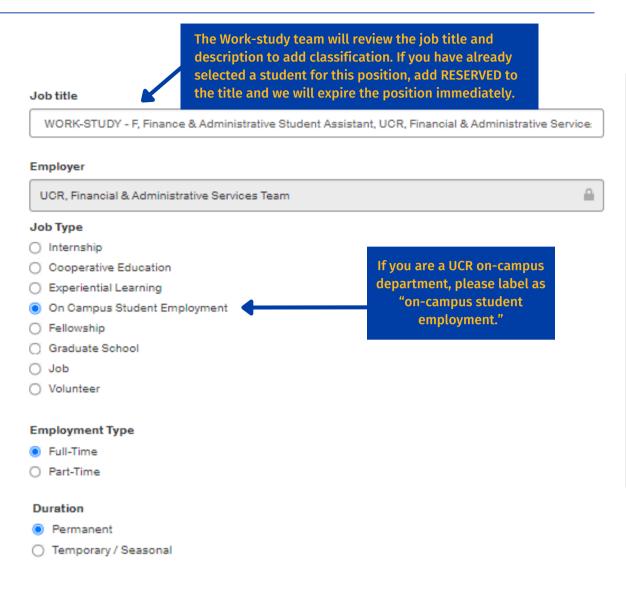
Job Description Checklist

☐ **Position Title** *(include "WORK-STUDY" in title, if rehiring a student include "RESERVED WORK-STUDY " in title)*

☐ **Work-Study 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** *(must align with Work-Study classification criteria)*

☐ **Qualifications**

☐ **Rate or range of pay for the position**∗

∗*Rate of pay should meet CA minimum wage guidelines. As of 1/1/24, minimum wage is $16.00.*

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

The Work-study team will review the job title and description to add classification. If you have already selected a student for this position, add RESERVED to the 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.
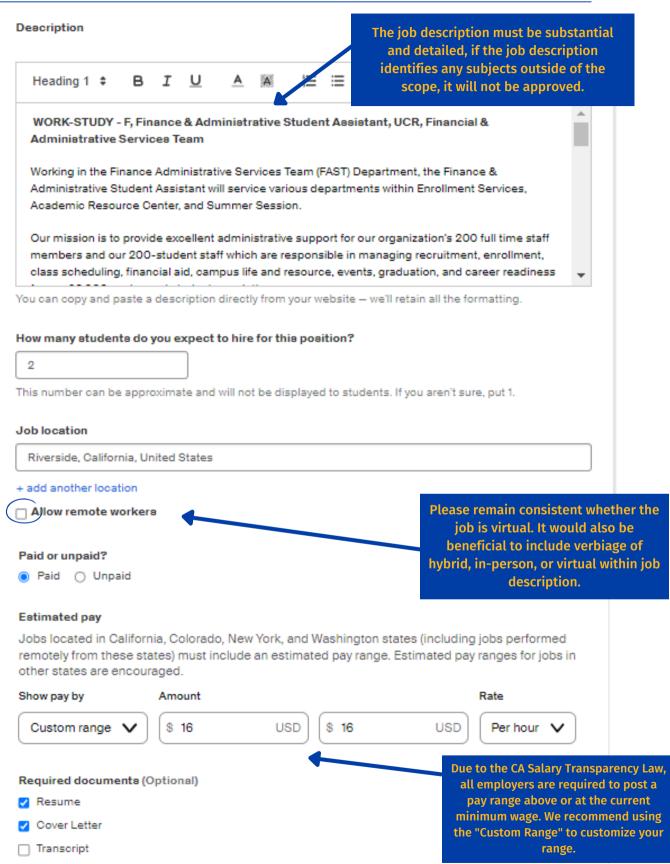
● Yes
○ No

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-Work-Study.

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.

UC RIVERSIDE | Career Center

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

Description

> **The job description 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*	U̲	A	A̅	⠿	☰

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 above or at the current minimum wage. 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)

Sample Work-Study Job "F"

"F" CLASSIFICATION | FEDERAL WORK-STUDY

WORK-STUDY - F, Office Administrative Assistant

Essential Duties and Responsibilities:
You would be working within Finance Administrative Services Team (FAST). FAST is made up of 18 full time Administrative Staff Members each member in the group has their primary function that ranges from purchasing, recruitment, events, budgeting, scheduling, and system maintenance.

- Assist in the development and implementation of efficient and effective systems for managing highly sensitive documents that can be stored in an online format. Research of online product and pricing.
- Assist in Human Resources related tasks including (first day documentation, DocuSign routing, ServiceLink requests, etc.)
- Responds to a wide variety of questions and issues from staff including those of highly sensitive in nature and/or with organization-wide impact.
- Assist in financial transactions by gathering essential documentation for processing and ensuring adherence to UC Financial Policy.
- Administrative Support (scanning, record management, e-filing, organizing, meeting preparation and scheduling)
- Other administrative duties as assigned.

Qualifications

- High level of customer service skills and outstanding interpersonal relationship building
- Excellent organizational, reliability, and adaptability skills
- Ability to prioritize and manage tasks against deadlines and other metrics
- Strong verbal and written communication skills
- Must be able to effectively work with managers and employees at all levels and develop positive relationships and a productive culture
- Work well in a team-based project management system
- Ideal candidate should have customer service and an interest in pursuing a career in the HR field
- Must be able to work a consistent schedule for the entire quarter, about 8-10 hours a eek.
- Ability to exercise professionalism and confidentiality at all times.

We are looking for students who can work through the 2023-2024 academic year (September 2023 - June 2024).

Pay Rate: $17.00/hr

Sample Work-Study Job "C"

"C" CLASSIFICATION | COMMUNITY SERVICE

WORK-STUDY – C, Student Assistant I/Curator Assistant

Essential Duties and Responsibilities:
The UCR Botanic Gardens is home to thousands of plant specimens spread out on a 40-acre hilly site. You will be assisting the curator with various indoor and outdoor jobs as well as performing garden steward duties as needed to add to the visitor experience and enforce policies. You will be expected to perform garden steward duties at the entrance, including greeting visitors and providing maps, information on upcoming events, recommendations on what to see, garden policies, and anything else that will enhance their visit. Training provided on heat illness, tool safety and hazards.

Qualifications
- A strong GPA and demonstrated record of high marks in written work
- Strong work ethics
- Excellent customer service skills
- Ability to work with MS Excel, Word, and Access; and Adobe Photoshop and Illustrator
- Valid driver's license
- Minimum of 12 hours/week with occasional weekends

We are looking for students who can work through the full 2023-2024 academic year (September 2023 – June 2024).

Pay Rate: $16.00/hr