

# Work-Study Job Posting Guide

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## OFF-CAMPUS EMPLOYERS

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### Not sure how to put a Work-Study job description together?

Go through these steps to provide important details for your description to meet federal guidelines.

This will allow a smooth reviewal process once posted via Handshake.

### 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 on-site, hybrid, or virtual)
- Length of the student's employment** (start and end dates - must align with Work-study program dates)
- Purpose of the position and/or project within the department** (indicate target audience they will be serving as part of their job role)
- Duties/responsibilities associated with the position** (must align with Work-Study classification criteria and include specific duties and skills required)
- Qualifications**
- Rate or range of pay for the position** (should meet CA minimum wage guidelines, as of 1/1/24, minimum wage is **\$16**)



# Work-Study Job Classifications

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## OFF-CAMPUS EMPLOYERS

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### "A" - AMERICA READS

- Reading tutors for K - 6th grade students (ideal for school districts).
- These positions are 100% funded by Work-Study.

### "E" - AMERICA COUNTS

- Math tutors for K – 9th grade students (ideal for school districts).
- These positions are 100% funded by Work-Study.

### "C" - COMMUNITY SERVICE

- Responsibilities must be primarily supporting and interfacing with the community.
- Splits for 2023-2024 are 75% Work-Study and 25% department funds.

### "F" - FEDERAL

- All part-time positions that support the internal operations of your department (ie. customer service, administrative, data management, office support).
- Splits for 2023-2024 are 65% Work-Study and 35% department funds.



## WORK-STUDY JOB POSTING EXAMPLE ~ OFF-CAMPUS EMPLOYER

### Job title

WORK-STUDY - A, AVID Tutor ( Grade 6), Mira Loma Middle School,

Tips for good job titles:

- ✓ Spell out words instead of using abbreviations ("AVID")
- ✓ Avoid using all caps.
- Avoid numbers or special characters.
- Keep it concise at 2-5 words.

The Work-Study team will review job title and description to add a classification. 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

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.

### Job description

[Copy description from existing job](#)

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

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WORK-STUDY - A, AVID Tutor ( Grade 6), Mira Loma Middle School, Jurupa Unified School District

**Job Description**

The employee will work under the direction of our AVID site coordinators and/or certificated staff member to provide support and foundational skills to students. The AVID college tutors support and guide students through a rigorous 10 step tutorial process in the AVID classroom, that helps the student develop higher levels of critical thinking and processing through their course work. The JUSD AVID program works with MS and HS students that are college bound. As a tutor for the

The job description must be substantial and detailed. For America Reads and America Tutors classification, if the job description identifies any subjects outside of the scope, it will not be approved. Please refer to the checklist on page 1.

# WORK-STUDY 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.

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.

## Onsite location

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

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 Work-Study 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.

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.

The screenshot shows a form for setting compensation. At the top, there are three radio button options: 'Range', 'Custom range', and 'Unpaid'. The 'Custom range' option is selected and circled in blue. Below these options are four input fields: 'Rate' (set to 'Per hour'), 'Minimum pay' (set to '17'), 'Maximum pay' (set to '17'), and 'Currency' (set to 'USD').

## Categorize your job

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

### 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](#).

## Candidate qualifications

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

### Work authorization (optional)

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

This job requires US work authorization.

## 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 Work-Study 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...)

## Application process

What's the application window and process?

### Application open date

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



### Application close date

2024-01-28 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

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://wsf.ucr.edu/>.

### Instructions for applicants


Work-study Eligibility Notification Form

40/150 characters

## 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 applies

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



# Sample Work-Study Job Description "A"

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"A" CLASSIFICATION | AMERICA READS

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## WORK-STUDY - A, America Reads Tutor

### *Essential Duties and Responsibilities:*

The employee will work as a tutor to provide targeted instructional support to a small group of students (Grades K-5). The employee will work under the directions of a certificated staff member or site administrator to provide foundational reading skills (that may include reading, phonics, fluency reading, and comprehension) to students. The employee will work one on one or in small groups to tutor students in reading and related skills in the classroom setting. Also, assists the teacher in reinforcing material to meet the needs of the students.

### *Qualifications*

- Good communication skills, demonstrate initiative and be able to follow directions
- Deliver instructional lesson plans and have patience working with elementary students
- Good command of the English language and the ability to reinforce the skills being taught
- Demonstrate a positive attitude, be flexible, professional, and be sensitive to a diverse group of students and their learning challenges
- Must respect the confidentiality and academic needs of all student
- Must possess the ability to maintain regular attendance, dependability, and punctuality as scheduled is essential to the successful performance of this position
- Bilingual skills is a plus, but not required

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

Pay Rate: \$16.00/hr



# Sample Work-Study Job Description "E"

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"E" CLASSIFICATION | AMERICA COUNTS

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## WORK-STUDY - E, America Counts Tutor

### *Essential Duties and Responsibilities:*

Students will work with elementary students, grade K-6 to provide math support, assistant, tutoring and work to and support their overall learning of foundational math skills. The employee will work under the direction of a certificated staff member or site administrator to provide foundational math skills to students. Assists students in their development of appropriate math computation skills and other math concepts to support students with learning.

Duties may include but are not limited to: Works one-on-one or in small groups to tutor students in mathematics and related skills in a classroom setting. Assists the teacher in devising special strategies for reinforcing material to meet the needs of the student. Guides independent study, enrichment work and remedial work assigned by teacher providing a safe, nurturing, and educational experience. Help to provide a safe, nurturing, and educational experience for students within the classroom.

### *Qualifications*

- A solid background in math and the ability to reinforce the skills being taught
- Demonstrate initiative, be able to follow/deliver instructional lesson plans, and have patience working with elementary students while supporting reading and literacy
- Demonstrate the ability to be flexible, patient, and professional
- Demonstrate a positive attitude, be flexible, professional, and be sensitive to a diverse group of students and their learning challenges
- Must respect the confidentiality and academic needs of all student
- Must possess the ability to maintain regular attendance, dependability, and punctuality as scheduled is essential to the successful performance of this position
- Bilingual skills is a plus, but not required

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

Pay Rate: \$16.00/hr



# Sample Work-Study Job Description "C"

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"C" CLASSIFICATION | COMMUNITY SERVICE

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## WORK-STUDY - C, AVID Tutor

### *Essential Duties and Responsibilities:*

The employee will work under the directions of a certificated staff member or site administrator to provide foundational skills to students. The AVID Tutor will provide student support in the AVID classroom. The tutor will work directly with assigned students to assist in their learning in an inquiry-based environment. Works one-on-one or in small groups and subject matter may vary. The tutor will report directly to the classroom teacher and assist him/her in implementing course curriculum. Duties include, but are not limited to, individual and small group instruction, utilization of research-based intervention strategies, providing feedback to the teacher regarding student progress, and participating in course-related training. Assists teacher in providing a safe, nurturing, and educational experience.

### *Qualifications:*

Applicants must have good communication skills, demonstrate initiative, be able to follow/deliver instructional lesson plans, and have patience working with middle and high school students. Demonstrated ability to be flexible, patient and professional. Successful candidates should demonstrate a positive attitude and be sensitive to a diverse group of students and their learning challenges. Must respect the confidentiality and academic needs of all students. Ability to maintain regular attendance, dependability and punctuality as scheduled is essential to the successful performance of this position. Bilingual skills a plus but not required.

If accepted for employment after the interview, fingerprinting may be required by the school district in addition to anything required by UCR.

Pay Rate : \$16.00/hr



# Sample Work-Study Job Description "F"

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"F" CLASSIFICATION | FEDERAL WORK-STUDY

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## WORK-STUDY - F, Office Administrative Assistant

### *Essential Duties and Responsibilities:*

The employee will provide high level support to the school and office administrator. The employee must possess strong customer service and administrative skills, and a willingness to grow in all areas. The employees responsibilities include providing administrative support to the office staff and assisting with other tasks as assigned. The employee must be able to work during the following hours (in shifts): Monday - Friday 8:00am – 3:00 pm.

- Assist in the development and implementation of efficient and effective systems for managing highly sensitive documents that can be stored in an online format.
- Assist in Human Resources related tasks including (first day documentation, DocuSign, etc.)
- 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 employees at all levels and develop positive relationships and a productive culture
- Must be able to work a consistent schedule for the entire quarter, about 8-10 hours a week.
- 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



# Work-Study Job Posting Guide

## ON-CAMPUS EMPLOYERS

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

Includes 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

**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

**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

**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?

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.

If you are a UCR on-campus department, please label as "on-campus student employment."

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.

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.



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

## Description

Heading 1 **B** *I* U **A** **A** **≡** **≡**

**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

The job description must be substantial and detailed, if the job description identifies any subjects outside of the scope, it will not be approved.

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?

This number can be approximate and will not be displayed to students. If you aren't sure, put 1.

## Job location

[+ 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 <b>▼</b>	\$ 16 USD	\$ 16 USD
		Per hour <b>▼</b>

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"

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## "F" CLASSIFICATION | FEDERAL WORK-STUDY

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### 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 week.
- 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"

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"C" CLASSIFICATION | COMMUNITY SERVICE

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## 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

