Work-Study Job Posting Guide

OFF-CAMPUS EMPLOYERS

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 <u>Work-study</u> <u>program dates</u>)
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 <u>Work-Study classification</u> 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

OFF-CAMPUS EMPLOYERS

"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.





Job title

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

Tips for good job titles:

- Spell out words instead of using abbrevations
 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





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

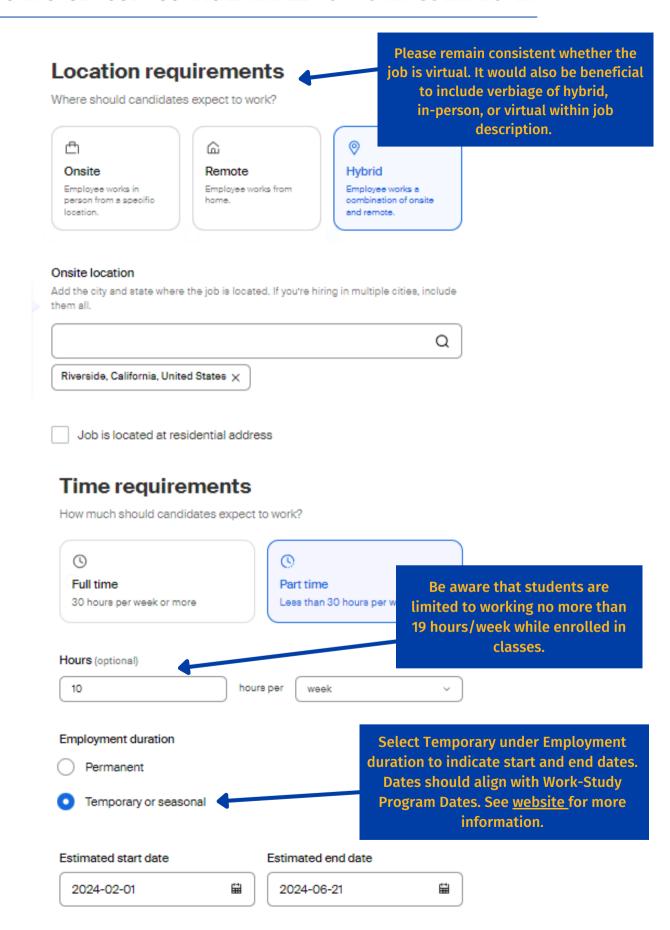
The employee will work under the direction of our AVID site coordinators and/or certificated staff member to provide support and foundational skills to students. The AVID college tutors support and guide students through a rigorous 10 step tutorial process in the AVID classroom, that helps the student 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.









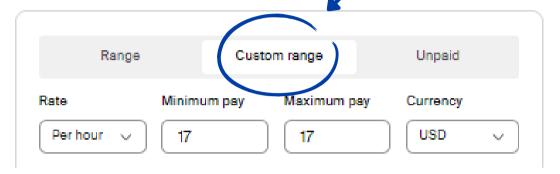
Compensation and benefits

What should candidates expect to earn?

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.

Expected pay

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



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.

Q e.g., Accountants, Electricians, Marketing Managers

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 Major groups (optional) Major groups combine related majors from every school on Handshake. Choose majors by school. Q Minimum GPA (optional) Only include if your job has specific requirements. Choose schools Be sure to select University of California, Riverside (UCR) when Where would you like to post your job? selecting schools for this posting. Post to specific schools at Work-Study jobs. View Choose from schools where you have permission to g permissions. Search by school name or location Lists N University of California, Riverside (UCR... X



Application process What's the application window and process? Application open date 2024-01-12 08:00 AM GMT-B Application close date 2024-01-28 08:00 AM GMT-8 Number of hires This will not show up to lob seekers. 3 How will candidates submit applications? H On Handshake On a separate website Keep all your applications in one Enter a website or Applicant Tracking System URL. place. Additional required documents on Handshake It is recommended to include the Handshake profile **Work-Study Eligibility Notification** Form as one of the application Resume documents students will need to upload to this posting to indicate Cover letter their Work-Study eligibility. Students can download at: Transcript. https://wswf.ucr.edu/. Instructions for applicants Work-study Eligibility Notification Form



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Your hiring team

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

Job owner Add profile Remove 8 Michelle Gomez photo Associate Director, E... 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 Email settings Send summary email once application period closes If you would like to add a teammate to review applications, simply select Send email when a candidate who meets qualifications a "invite new teammate" and Handshake will give you the ability to add someone without having to Send email when a candidate applies create a Handshake account. Hiring team members (optional) Invite new teammate Q Choose team member 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"

"A" CLASSIFICATION | AMERICA READS

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).

Sample Work-Study Job Description "E"

"E" CLASSIFICATION | AMERICA COUNTS

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).





Sample Work-Study Job Description "C"

"C" CLASSIFICATION | COMMUNITY SERVICE

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.



Sample Work-Study Job Description "F"

"F" CLASSIFICATION | FEDERAL WORK-STUDY

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
 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).





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

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

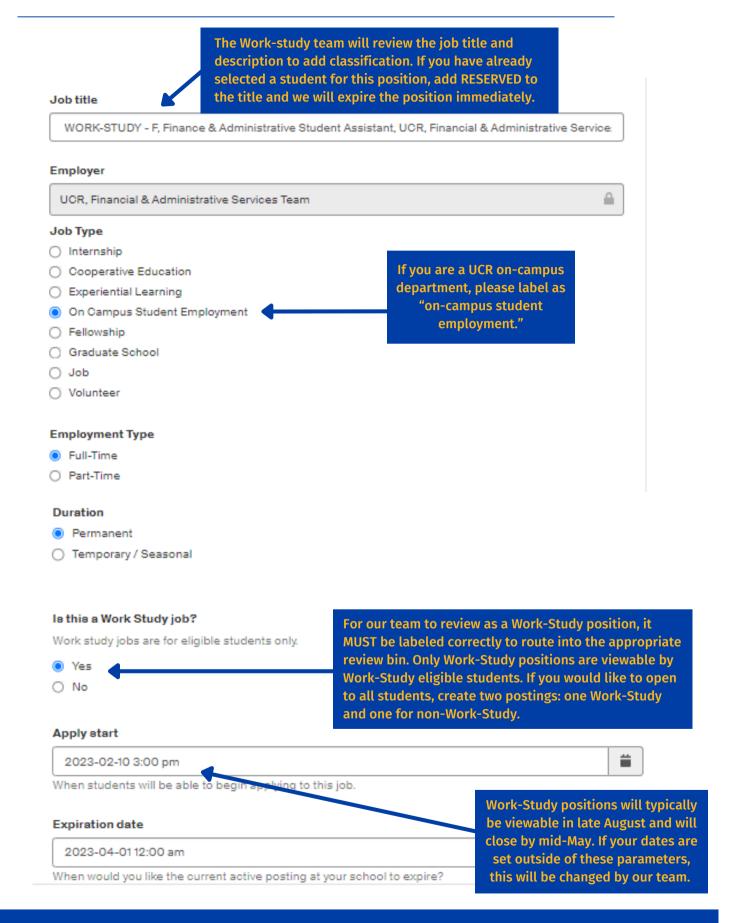
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Work-Study Classification in Title (Career Center will add on your behalf)
Department or office in which the student will be employed
Location where the student will perform their duties (indicate if in-person, hybrid, or virtual)
Name of the student's 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.

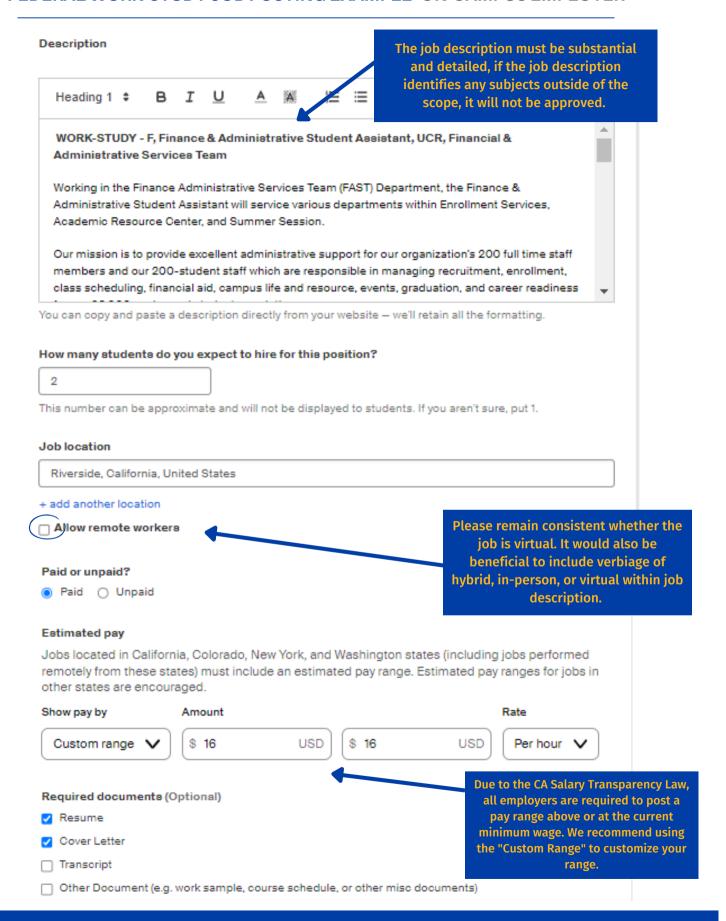


FEDERAL WORK-STUDY JOB POSTING EXAMPLE- ON-CAMPUS EMPLOYER





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





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).



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).

