

Student Guide to Employment at La Sierra University

Part-time work for students is an important component of the La Sierra University experience. The work students do not only provides financial assistance but also provides the opportunity to gain valuable work experience.

This guide is meant to be viewed as a tutorial for all student employees at La Sierra University. You may jump to a specific area by clicking below or navigate through step-by-step.

Student Employment Eligibility

A student employee is a part-time employee who is concurrently enrolled at La Sierra University, with the primary purpose of achieving a degree within an academic program. Student employees are not eligible to receive benefits such as vacation pay or sick leave.

Federal Work Study

Federal Work Study (FWS) is a federally subsidized program designed to promote part-time employment of students to help them avoid excessive debt while in college. By working, students gain experience, develop new skills, and earn money to meet their educational and living expenses.

- FWS is awarded as part of a student's financial aid package.
- Awards are based on financial need and available funding.
- Any changes in a student's financial aid package may result in a decrease in FWS funding.
- FWS Award does not guarantee on-campus employment.
- Students must participate in the recruitment process by applying to current on-campus job opportunities and/or select university community service FWS off-campus tutor positions (America Reads).

FWS Eligibility

FWS is available to both undergraduate and graduate students who demonstrate financial need. To be considered for FWS employment eligibility, a student will need to complete and submit a Free Application for Federal Student Aid (FAFSA). Further inquiries regarding FAFSA and your financial aid package should be directed to your Student Financial Services Counselor.

- Students must be enrolled and maintain at least half-time enrollment (6 undergraduate units or 4 graduate units).
- Audited classes are not considered degree-granting credits and do not count toward the credit hour requirement.
- Maintain satisfactory academic progress as per university and/or school or college guidelines.

	Student Employment Non-Work Study	Federal Work Study (FWS)
Overview of Program:	Part-time, on-campus employment opportunities to students regardless of financial need. Students do not need to fill out the FAFSA to apply for positions	Offered to students who demonstrate financial need as determined for Free Application for Federal Student Aid (FAFSA).
Financial Aid Requirements:	Financial Aid eligibility does not apply. No FAFSA is required to work.	Students are awarded FWS as part of their Financial Aid package. Students must fill out the FAFSA annually and have financial need as determined by the Department of Education.
Eligibility:	Students must be enrolled as a current La Sierra University student.	Students must be degree-seeking students, enrolled at least half-time (6 units undergraduate and 4 units graduate).

Job Hunting Tips

- All job postings include a job description, the skills required, and the department. Here you want to make sure that you meet any special skill (e.g., specific computer skills, ability to lift 50 pounds and so forth) that might be required of the position.
- If the position requires a specific schedule (e.g., Monday, Wednesday, and Friday 11a.m. until 1:30p.m.), make sure that you do not have a class or other commitment during the stated work hours.
- If the job is funded through Federal Work Study exclusively, please make sure you are eligible for FWS by checking with your student financial services counselor.
- Consider your likes and dislikes, not just the job description. Do you like to work on your own or in a group? Do you like structure and routine, or a variety of activities? Do you prefer to work in a fast pace environment or take your time? Understanding your own work preferences can make it easier for you to find a position that will suit your personal style through your time at La Sierra University.
- Consider how many hours a week you are available to work. Remember you are here to go to school.
- Make a list of previous work experience as well as extracurricular activities in which you have participated. What type of skills did you learn from those experiences? This will help when you apply for a particular position as well as during the interview process.
- Please remember that searching for a job is a process, which will require your time, effort and persistence.

Applying for the Job On-Campus

We are excited to announce a new online application and employment site, hosted by SilkRoad Technology. It's a more efficient way to apply to La Sierra University.

Benefits Include:

- Increased accessibility to the application and its status by both the job seeker and hiring department.
- Immediate ability to view applications and resumes by the hiring department and Human Resources
- Ability to track status of applications
- Applicants can receive email updates about their application
- Ability to add job specific qualifiers or disqualifiers to make the selection process easier
- Applicants can make a password-protected user account they can maintain and update

- Applicants can search and apply for positions anytime. Resumes, cover letters and samples of work can easily be attached
- Less use of paper and other resources

Use La Sierra University's Employment Site to Apply in 6 Easy Steps

- **Go Online**

View La Sierra University's Employment site by going to

<https://lasierracareers.silkroad.com/lasierraext/EmploymentListings.html>

- **Create a Profile**

Create a profile that can be used to apply for open positions. Enter a unique username and password of your choosing.

- **Search for Job**

Search all current opening – narrow your search by filtering by “STUDENT”

- **Apply for Jobs**

Apply for any job for which you meet the minimum qualifications. You may be asked several questions and will have the ability to add a resume, cover letter, or other supporting materials. Please note: if you do not receive a confirmation email, your application is not complete and was not submitted and you will need to resubmit it.

- **Manage Job**

Check the status of all jobs for which you have applied, add additional documents, or withdraw your application. Update and edit your profile at any time using your username and password.

- **Create a Job Agent**

A job agent allows you, a potential job candidate, the opportunity to register for automatic email updates based on job openings that match your qualifications. Our system's search tool compares your resume with all available positions and generates an automatic email advisory when it finds a potential match.

The Interview

Prepare for the Interview

- Research the department or business. Check their website and familiarize yourself with the mission statement. Take note of the purpose of the department.
- Review the job description and your list of previous work experience and skills. Create a list of your skills that are applicable to the position. Think about how you can apply them to the job for which you are interviewing. Be prepared to demonstrate to the employer how you can use these skills in the current job and why you are the best candidate.

Interviewing Tips

- Be early to the interview. Allow yourself enough time to find the interview location, and plan to arrive about 5-10 minutes early. If you have a resume, take copies to the interview. Introduce yourself with a firm handshake and smile. Remember that the interview starts the moment you walk into the office.
- Be confident about your abilities and be prepared to give examples of work you've done in the past. An employer might ask, “Give me an example where you showed initiative in a previous job or project.”

- Demonstrate enthusiasm or interest in the position. Let the employer know that you are excited about the opportunity and that you are willing to learn new skills.
- You will usually be given the opportunity to ask questions at the end of the interview. Be prepared to ask questions; some examples would be about the job's specific responsibilities, the department or opportunities.
- It's ok to ask about what will happen next in the hiring process. It's reasonable to ask when a decision will be reached and when/how you will be contacted. Make a note of it and be sure to follow up based on the employer's response.

Dress to Impress at the Interview

- Most employers do not expect prospective student employees to go "full professional" in terms of dress. However, you can convey a personal sense of confidence and respect for the workplace by how you present yourself.
- Dress appropriately for the interview. You do not have to dress formally, but avoid flip-flops, T-shirts, tank tops/spaghetti strap or tube tops, clothing that reveals your underwear, extra short skirts or shorts, ball caps, any clothing with suggestive slogans, and excessive or noisy jewelry. At a minimum, you should be well groomed and your clothes should be cleaned and pressed.

After the Interview

- Be persistent and follow up after an interview. Thank the interviewer and re-affirm your interest in the job. If you send a brief thank-you note via email, you can reinforce your interest in the position. If a decision is not communicated from an employer within a reasonable time period (the time frame mentioned during your interview) call again and inquire about the hiring decision.
- If you are not selected for a position, do not get discouraged. The reason for not being selected for a position may be as simple as not being available during the time needed. Review the job search and interviewing tips in this guide and think about ways to improve your approach.
- Stay positive in your job search. Keep checking the employment opportunities page – jobs are posted throughout the year.
- If you would like assistance with your job search and/or interviewing skills, schedule an appointment with the Student Employment Coordinator by calling 951.785.2088.

Developing Job Skills

- Regardless of what job you hold, you are developing skills that can apply to your future career goals. Each job offers an opportunity to build career-related experience and to discover new skills and interests.
- Accepting a job involves commitment. Before accepting a job offer, make sure that you are willing to accept the responsibility and that you have the time and interest to perform the job successfully.

First Day of Work & Required Paperwork

You have applied online to a student position, secured an interview with the hiring manager and after much anticipation, you receive information from the hiring department that you are hired for the job. The following are steps to finalize your student employee file prior to your first day of work. You may not begin work until the following has been completed:

1. Confirm your start date with your hiring manager and pick up your student employment authorization form.
2. Visit the Human Resources office and fill out the required paperwork.
 - a. Bring the student employment authorization form that has been filled out by your supervisor
 - b. Fill out new employee information sheet
 - c. W-4 Form, Employee's Withholding Allowance Certificate
 - d. Form I-9, Employment Eligibility Verification – You will need to bring original and unexpired document(s) to satisfy the Form I-9 requirements. The Immigration and Control Act of 1986 (IRCA), as amended by the Immigration Act of 1990 and the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) of 1996, requires employers to verify the identity and work authorization of their employees – including students. As a means to verify an individual's eligibility to work in the United States, the United States Citizenship & Immigration Services (USCIS) developed the Form I-9, Employment Eligibility and Verification. The list of approved documents are listed below and can be found of the backside of the Form I-9. You will need to provide either one item from List A, OR one item each from Lists B and C.

International Students: Will need to bring your passport, I-20, & I-94 with you to the Human Resources Office to complete your paperwork.

Lists of Acceptable Documents
All documents must be UNEXPIRED

List A Documents that Establish Both Identity & Employment Authorization	List B Documents that Establish Identity	List C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	3. School ID card with a photograph	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)	4. Voter's registration card	4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement is not in conflict with any restrictions or limitations identified on the form.	5. U.S. Military card or draft record	5. Native American tribal document
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands	6. Military dependent's ID card	6. U.S. Citizen ID Card (Form I-197)

(RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM and RMI		
	7. U.S. Coast Guard Merchant Mariner Card	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
	8. Native American tribal document	8. Employment authorization document issued by the Department of Homeland Security
	9. Driver's license issued by a Canadian government authority	
	For persons under age 18 who are unable to present a document listed above:	
	10. School record or report card	
	11. Clinic, doctor, or hospital record	
	12. Day-care or nursery school record	

Student Wage Scale & Job Classifications

I. Student Employment Pay Levels and Hourly Rate Ranges

Pay Level 1/Grades 1 – 2 \$10.50 - \$11.40

Entry level positions requiring basic skills attained through on the job training. No previous work experience or coursework required. Responsibilities may require the application of basic organizational or technical knowledge, operation of simple equipment or performing routine tasks. Very little independent decision making with regular supervision.

Pay Level 2/Grades 2 – 4 \$11.00 - \$12.40

Requires basic skills acquired through some previous work experience, training and/or completion of related coursework. Responsibilities may require the application of basic organizational and/or more technical knowledge, operation and accountability for more complex equipment or performing routine tasks. Some independent decision making.

Pay Level 3/Grades 4 – 6 \$12.50 - \$14.90

Moderately developed specific skills, significant work experience and/or completion of related upper-level coursework required. Previous work experience at a lower level within the same department or functional area may be required. These positions may involve supervision, training, and/or tutoring of others.

Pay Level 4/Grades 6 – 7 \$15.00 - \$17.90

In addition to the qualifications and scope of work associated with Level 3, these positions require an individual who possesses substantial experience, advanced technical knowledge, and previous training or certification. The student may be expected to manage research, analysis, publication, instruction, or other special projects or activities of significant scope.

Grade	Step 1	Step 2	Step 3	Step 4	Step 5
1	10.50	10.60	10.70	10.80	10.90
2	11.00	11.10	11.20	11.30	11.40
3	11.50	11.60	11.70	11.80	11.90
4	12.00	12.10	12.20	12.30	12.40
5	12.50	12.60	12.70	12.80	12.90
6	13.00	13.10	13.20	13.30	13.40
7	13.50	13.60	13.70	13.80	13.90

NOTE: Pay Level IV jobs require prior approval from either the Dean or VP of the department.

The following are *suggested* pay levels for the corresponding student positions.

I. Student Employment Classifications

Academic Assistant I/Grader

Pay Level 1/Pay Level 2

Performs general academic functions in support of a specific course, professor or department. Duties typically include: assisting with preparation, distribution, collection of test materials; applying a template for grading; review of short answer or essay responses for accuracy or completeness; assisting a professor with course preparations, instructional materials, recording of grades. Moderate or limited supervision is provided.

Academic Assistant II

Pay Level 3/Pay Level 4

Performs academic assistant functions in support of a specific professor, course or section. Duties may include: conducting lab or work group sessions focused on the review or application of course materials; delivering portions of lectures; assessing performance or progress. Limited supervision is provided, and the student employee is expected to operate independently in the performance of a wide range of duties.

Clerical Assistant I – General

Pay Level 1

Performs general office support functions. Duties typically include: providing general information; responding to routine inquiries; operating basic office machinery; answering phones; making appointments; filing, maintaining records, making deliveries or errands. On-site training and supervision are continuously provided.

Clerical Assistant II – Specialized

Pay Level 2

Performs office support functions that require training, skill or experience. Duties typically include: providing specific information; drafting replies to inquiries; accounting and related business process tasks; data entry, typing, and use of standard office software programs or other systems (in addition to duties listed for Clerical Assistant I). Moderate or limited supervision is provided.

Clerical Assistant III – Advanced

Pay Level 3

Performs administrative support functions that require substantial organizational and managerial skills and experience. Duties typically include: providing advanced administrative support for a unit, department or project, combining duties listed for Clerical Assistant II with demonstrated ability to utilize independent judgment and perform decision making on an administrative level. Limited supervision is provided, and the student employee is expected to operate independently in the performance of a wide range of duties.

Driver**Pay Level 2**

Operates motorized vehicle for delivery and/or to escort passengers. Duties include checking the condition and reporting the need for service of the vehicle operated. Requires a valid driver's license and a good driving record, the ability to read and navigate from a street map, and a general knowledge of the local area. Moderate or limited supervision is provided.

Food Service Assistant I**Pay Level 1**

Provides food service preparation support. Supervision continuously provided.

Food Service Assistant II**Pay Level 2**

Provides experienced food service preparation support. Cleans equipment, utensils and counter tops, gathers stock, and ensures proper food storage. Previous training, knowledge and/or experience required, advanced cooking skills, and ability to train other students.

Grounds Assistant I**Pay Level 1**

Cultivates, weeds, waters and fertilizes plants. Maintains University outdoor areas including grounds, roads, sidewalks and other paved or unpaved areas.

Grounds Assistant II**Pay Level 2**

Waters, weeds and fertilizes plants; prepares soil mixtures by tilling beds and adding soil; edges and rakes beds; mows grass.

Housekeeper I**Pay Level 1**

Performs custodial duties such as vacuuming, sweeping, dusting, bathroom cleaning and window cleaning. Moves furniture when necessary. Moves classroom and office furniture for cleaning floors; empties office, laboratory and classroom wastebaskets.

Laboratory Technician**Pay Level 1/Pay Level 2**

Provides service in support of successful laboratory operations. Duties typically include: care and cleaning of apparatus; general and routine care of specimens; limited topical research; maintenance of equipment and/or activity logs; aiding researchers or other staff. Moderate or limited supervision is provided.

Library Assistant I**Pay Level 1**

Provides general services and assistance to library users in a library setting. Duties typically include: stock maintenance, shelving books, book repair; monitoring use of resources; providing general information on library policies and procedures; maintaining records and activity logs. Direct or moderate supervision is provided.

Maintenance Assistant I**Pay Level 1**

Performs routine semi-skilled maintenance and repair work in areas of carpentry, painting, plumbing, heating, lighting and general mechanics to buildings and facilities.

Maintenance Assistant II**Pay Level 2**

Uses skill to build, construct, form or create by working with wood, metal, etc. Helps with care and maintenance of equipment and materials. Works without close supervision.

Paraprofessional/Certified**Pay Level 3/Pay Level 4**

Provides a service or instruction in a specific field that requires certification and/or demonstrated mastery of advanced skill level. Typical positions include: athletics functions such as lifeguard, personal trainer, aerobics instructor; medical functions such as emergency response, blood drawer, medical assisting. Supervision level may vary.

Security**Pay Level 2/Pay Level 3**

Performs general safety and security functions. Duties typically include: controlling access to assigned campus facilities; ID verification; patrol of grounds, parking lots, dorms and other facilities; making reports of incidents concerning safety and security on campus; providing escort service. Supervision level may vary.

Technical Assistant I**Pay Level 2**

Performs standard technical support functions. Duties typically include: responding to routine user requests for services and assistance; receiving reports of hardware and software problems; monitoring functions; maintaining related records; providing training or tutoring on computer use. Direct or moderate supervision is provided.

Technical Assistant II**Pay Level 3/Pay Level 4**

Performs advanced technical services. Duties may include: controlling the flow of work through a computer system; determining the source or cause of system problems and taking appropriate corrective action; database maintenance; developing or enhancing web based programs and information. Limited supervision is provided, and the student employee is expected to operate independently in the performance of a wide range of duties.

Telemarketing Assistant I**Pay Level 1**

Solicits annual donations from La Sierra University alumni for collegiate and University-wide fund raising campaigns; contacts potential students. Hours may include evenings.

Telemarketing Assistant II**Pay Level 2**

Supervises student telemarketer assistant I.

Tutor**Pay Level 2/Pay Level 3**

Provides tutoring to individuals on specific subject matter or discipline. Provides services to fellow students. May be required to have received a specific grade in the course or courses for which tutoring is provided, and to assess the progress of those receiving service. Supervision level may vary to minimal, with training and resources available to assist the tutor when needed.