

Fall 2024



**Learning Aligned
Employment Program**

CAREER DEVELOPMENT CENTER

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Agenda

- Introduction to LAEP
- Employer Types & Requirements
- Student Eligibility
- CareerLINK Demo & Deadlines
- Human Resources Forms & Procedures



Introduction

The Learning-Aligned Employment Program (LAEP) was established in the 2021-22 California State Budget and is administered by the California Student Aid Commission (CSAC), in consultation with the office of the President of the University of California, the office of the Chancellor of the California State University, and the office of the Chancellor of the California Community Colleges.

LAEP provides funds to participating public postsecondary educational institutions to offer eligible students opportunities to earn money to help pay their educational costs while gaining career-related experience in their fields of study.

- CSULB Allocation: \$12,756,488
- To be spent over a maximum of 9 years: 2022-2031



Types of Employment

On-Campus Research Opportunities

Research centers and institutions operated by public postsecondary educational institutions

- Funded 100%
- Must provide direct opportunity to participate in research

Planning for Fall 2024 –

Additional Off-Campus Opportunities

- More information coming!



Student Eligibility

LAEP Criteria	Underrepresented Background	Prioritization
Required for participation	Required for participation	Not required, but must be prioritized when applicable
Student must meet <u>all</u> of the criteria to participate	Student must match one or more of the descriptors to participate	Student must match one or more of the descriptors to be prioritized
<ul style="list-style-type: none"> • Undergraduate students or teacher credential students • Half-time enrollment (minimum) • CA Resident classification • Demonstrated maintenance of Satisfactory Academic Progress (SAP) • Demonstrated financial need • Eligibility to work in the United States • Must match one or more of the descriptors to participate 	<ul style="list-style-type: none"> • First generation college students • Current or former foster youth • Homeless students or those at risk of becoming homeless • Low-income students • Students with disabilities • Displaced workers • Students with dependent children • Formerly incarcerated students • Undocumented students* • Students who are veterans 	<ul style="list-style-type: none"> • First generation college students • Current or former foster youth • Homeless students or those at risk of becoming homeless ❖ If there are more eligible students than positions, these students will further be prioritized to those with STEM disciplines <p>Students from these populations will have access to the LAEP application and job postings earlier than other students. Employers are encouraged to consider these applicants prior to reviewing others.</p>

Financial Aid and LAEP

- Financial Aid and Scholarships will review student eligibility for LAEP
 - If eligible, students will have access to apply to the posted LAEP positions in CareerLINK
- Students must have financial need to receive LAEP funding
 - This will be reviewed by Financial Aid and Scholarships, once the student submits the Program Application
 - LAEP funding can replace Federal Work-Study and/or Direct Loan funding
- LAEP funding will be posted to the student's financial aid package for each semester that they are eligible
 - Students can earn up to \$15,000 per academic year; \$7,500 for Spring 2025
- Students are not able to work at both a Federal Work-Study and a LAEP position

On-Campus Employment Criteria

Research must be a component of the position

- Positions must provide participating students with direct opportunities to participate in the research that is undertaken by the respective research centers and institutions
- Research should be directed and supervised by faculty, staff, or another mentor who will determine the research requirements
- You will need to provide the research mentor/supervisor name, title, and research project topic

Educationally beneficial position

- A student shall only be placed in an educationally beneficial position that relates to their area of study, career objective, or the exploration of career objectives.
- Students will describe their career objective on the LAEP placement form after accepting a position

Research Examples

College/ Dept	Students Description	Research Description	Learning Outcomes
COB	Field study and sample survey about where entrepreneurs look for knowledge and how successful that information is in their success	What young entrepreneurs can learn about creating and running their own businesses from resources available free online as opposed to the formal education provided by college business education	<ul style="list-style-type: none"> • Qualitative research methodologies • Perform ethnographic data collection and semi-structured interviews • Code and analyze data
CNSM/ Biology	Investigating a gene regulatory network involved with leaf senescence of Arabidopsis Thaliana	<p>Molecular Genetics of Leaf Senescence in Arabidopsis</p> <p>The Brusslan Lab in the Department of Biological Sciences studies leaf senescence, the process where older leaves turn yellow and slowly die, sharing their nutrients with the younger developing portions of the plant.</p>	<p>Molecular biology research skills such as:</p> <ul style="list-style-type: none"> • DNA isolation • Polymerase chain reaction (PCR) • DNA sequence analysis, • Quantification of gene expression using real-time qPCR

Research Examples

College/ Dept	Students Description	Research Description	Learning Outcomes
CLA/ Human Dev	Motivational Interviewing My role will be: <ul style="list-style-type: none"> • Learning data entry components • Patient actor roles • Motivational interviewing analysis 	Final data analysis of an evaluation of the MI Companion, an innovative online training platform to deepen their learning of an evidence-based counseling style called Motivational Interviewing	Students will also learn, practice, and code motivational interviewing, while participating as a standardized client actors for the assessment of skills
COE	Nanotechnology and Energy Devices <ul style="list-style-type: none"> • Conduct research • Get trained in the fields of nanoscience and technology including plasmonics, energy storage and conversion 	Provide general research support including, but not limited to: <ul style="list-style-type: none"> • Literature search • Instrumentation set-up • Carry out experiments • Device fabrication • Device optimization • Data analysis • Simulations and calculations related to the supervisor's research 	Students will become familiarized with the fields of: <ul style="list-style-type: none"> • Energy • Sensing • Device design • Opto-electronics • Nano science and technology

Research Examples

College/ Dept	Students Description	Research Description	Learning Outcomes
Student Life & Development	<p>Leadership development, student development, and literature review</p> <p>This is based on information from:</p> <ul style="list-style-type: none">• Student organization officer and member participation data Leadership• Program participation & satisfaction data	<p>Student will assist in collecting, analyzing, and reporting data on:</p> <ul style="list-style-type: none">• Leadership development• Leadership Resource Center social media• Leadership program participation & satisfaction data	<p>Experience with:</p> <ul style="list-style-type: none">• Collecting, analyzing, and reporting data• Qualitative and quantitative data• Developing research reports

Employment Criteria

LAEP positions cannot

- Displace workers currently employed
- Be related to any sectarian organization or partisan/non-partisan political activities
- Violate any applicable collective bargaining agreements or fill any vacancies due to labor dispute
- Displace any state, federal or institutional funds used to support existing paid positions for students in for-profit or nonprofit organizations
- Students must be paid at a **comparable rate** to that paid for comparable positions within the employing organizations
 - If there is no comparable position, then students must be paid at a rate comparable by other organizations in the field with comparable duties and responsibilities
- Employer shall provide student with **reasonable supervision**

Employment Criteria

NACE Standards for Internships

- The experience must be an **extension of the classroom**
- The skills or knowledge learned must be **transferable** to other employer settings
- The experience has a defined **start & end date, job description, and list of desired qualifications**
- There are clearly defined **learning objectives**
- There is **supervision** by a professional with expertise and education or professional background in the field
- There is routine **feedback** from the supervisor
- There are **resources, equipment, and facilities** provided by the host employer that supports the learning objectives – employer's home cannot be their office

LAEP Fall 2024

- Targeted outreach to eligible students: students accepted from Fall 2024 can apply for Spring 2025 positions
- Priority groups have early access to apply to approved jobs
- \$7,500 maximum LAEP Fall 2024 Award

Students

- Information Sessions starting in **April**
- Student Program Application Deadline – **May 24**
- Financial Aid and Scholarships will be reviewing interested students for eligibility
- Eligible students will be provided access to the jobs through CareerLINK beginning **July 15**

Employers

- Information Sessions starting in April
- LAEP Position Posting Deadline in CareerLINK – **June 15**
 - No late positions will be accepted
- Priority Student Job Applicants Access begins – **July 15**
- All Applicants Access begins – **July 22**



Employer Process & CareerLINK Walkthrough

- Register for an employer account
- Post a position by **June 15 deadline**
 - Receive approval or information requests up until **July 12**
 - View priority applications **July 15 - 21**
 - View remaining applications **July 22 onwards**
- Conduct interviews
- Offer position to selected candidate(s) in CareerLINK
- Refer to Department Coordinator/ASM to complete Hiring Paperwork
 - Earliest start date to begin work: **August 26**
 - Latest date to end work: **December 18**
- Complete Student Evaluation at the end of semester



Office of Undergraduate Research: OURS Connects Program

OURS is a voluntary research program that provides students research projects for various majors across campus.

- Peer Mentor Support
- Monthly Research Workshops
- Research Symposium Information
- Summer Research Information
- Volunteer hours and course credit can also be included
- Students can receive an OURS Certificate of Participation

LAEP is able to fund these positions as long as the students participating are eligible.

Supervisors on campus can opt into using OURS Connects. Ours Connects will:

- Create the hiring forms
- Sending Timesheets
- Monitor the funds
- Post jobs on CareerLINK



OURS Connects Application

Application can be found on this website:

csulb.edu/office-of-undergraduate-research-services-ours/ours-connects

[OURS Connects - Office of Undergraduate Research Services | California State University Long Beach \(csulb.edu\)](https://csulb.edu/office-of-undergraduate-research-services-ours/ours-connects)

- On the application, you can indicate that the position will be for a LAEP student

Please contact OURS Connects for more information on this process: aa-ours@csulb.edu

Register or Login to CareerLINK as EMPLOYER

[Employers | California State University Long Beach \(csulb.edu\)](https://careers.csulb.edu)

careers.csulb.edu

Career Development Center Website / Employers / Employer Programs & Services

Must create a new account through CDC website as an employer

Submit registration using the format **"CSULB – X Department"** to ensure that CDC can categorize them appropriately

EMPLOYER CAREER EVENTS +

WHY RECRUIT AT CSULB?


EMPLOYER PROGRAMS & SERVICES

INTERNSHIP RESOURCES

POLICIES & RESOURCES

Employer Programs & Services

Come recruit with us! The Career Development Center offers a variety of complimentary and fee-based services to support an organization's recruitment needs.



Complimentary Services

The following options are offered free of charge to assist you with your recruiting goals. The best place to start is by creating an account with our online job and internship posting platform, CareerLINK, which will provide you with access to many of our services and events.

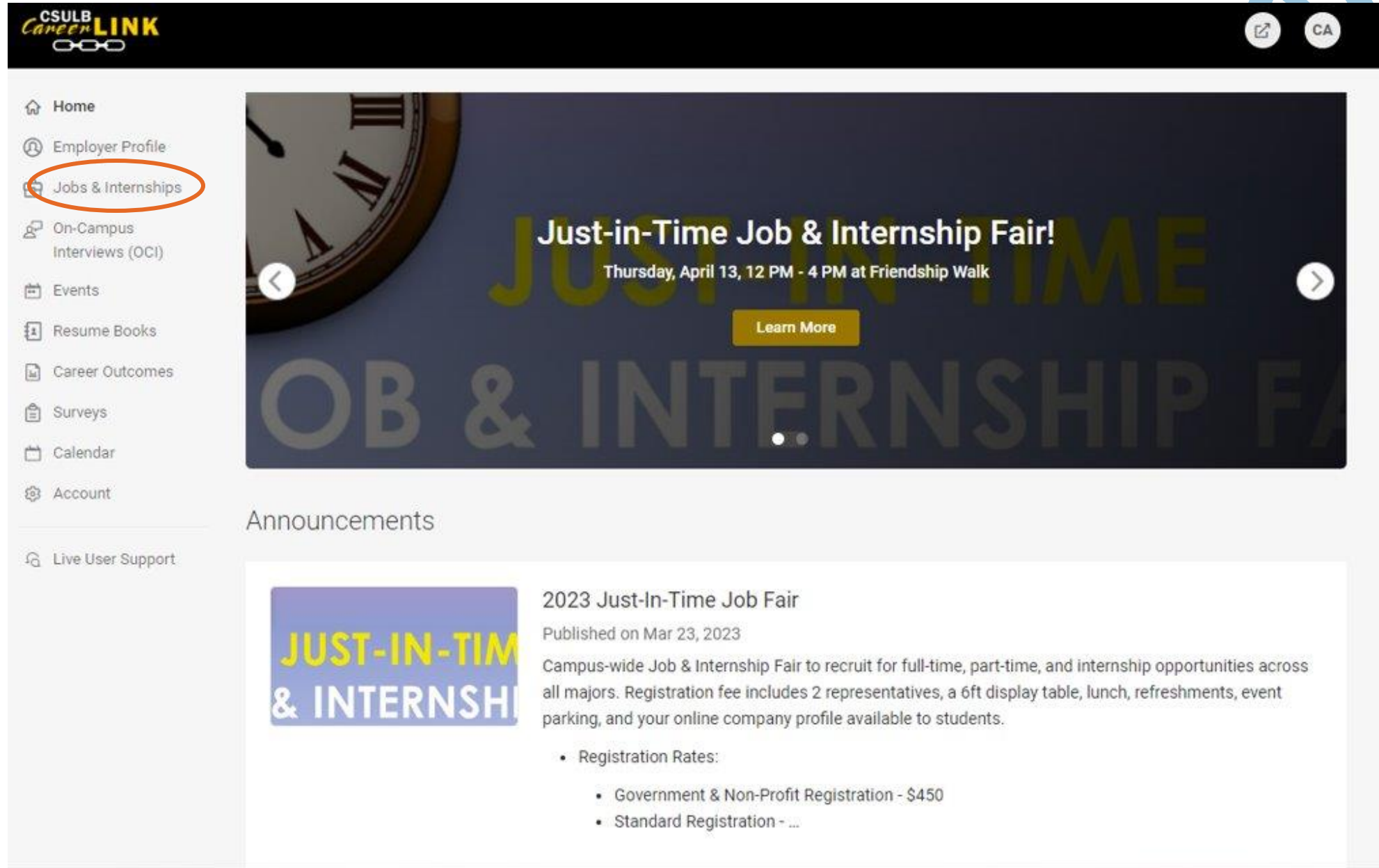
CareerLINK Employer Sign In

Email Address

Password

[Forgot password?](#) | [Help Form](#)

Creating a Job Posting in CareerLINK



The screenshot displays the CSULB CareerLINK website interface. At the top left is the logo for CSULB CareerLINK, which includes a pair of glasses icon. In the top right corner, there are icons for a share function and a 'CA' button. A left-hand navigation menu lists several options: Home, Employer Profile, Jobs & Internships (highlighted with an orange oval), On-Campus Interviews (OCI), Events, Resume Books, Career Outcomes, Surveys, Calendar, Account, and Live User Support. The main content area features a large banner for a 'Just-in-Time Job & Internship Fair!' scheduled for Thursday, April 13, from 12 PM to 4 PM at Friendship Walk. A 'Learn More' button is positioned below the banner text. Below the banner, the 'Announcements' section contains a post titled '2023 Just-In-Time Job Fair' published on Mar 23, 2023. The announcement describes a campus-wide fair for recruiting full-time, part-time, and internship opportunities across all majors. It lists registration fees: \$450 for Government & Non-Profit registration and a partially visible amount for Standard Registration.

CSULB CareerLINK

Home

Employer Profile

Jobs & Internships

On-Campus Interviews (OCI)

Events

Resume Books

Career Outcomes

Surveys

Calendar

Account

Live User Support

Just-in-Time Job & Internship Fair!

Thursday, April 13, 12 PM - 4 PM at Friendship Walk

Learn More

Announcements

2023 Just-In-Time Job Fair

Published on Mar 23, 2023

Campus-wide Job & Internship Fair to recruit for full-time, part-time, and internship opportunities across all majors. Registration fee includes 2 representatives, a 6ft display table, lunch, refreshments, event parking, and your online company profile available to students.

- Registration Rates:
 - Government & Non-Profit Registration - \$450
 - Standard Registration - ...

- Home
- Employer Profile
- Jobs & Internships
- Job & Internship Postings**
- Student Resumes
- Job Shadow
- Archived Jobs
- CF Jobs
- Publication Requests
- On-Campus Interviews (OCI)
- Events
- Resume Books
- Exp. Learning
- Career Outcomes
- Surveys
- Calendar
- Account
- Live User Support

Home / Jobs & Internships

Job Postings

Once you submit a job, you will immediately be given the opportunity to post it at multiple schools (fee applies).

Job Postings (non-OCR) Student Resumes (non-OCR) Multi-School Postings (Paid) Job Shadow Archived jobs/internships

Keywords
(searches job title, ID, description, and organization name: min. 3 characters).

Contact Name

Search Clear More Filters



No Records Found

Post A Job

Where would you like to post your job?



This School Only

Post your job and reach qualified candidates from this school only.

Post to This School Only

Symplicity Network Schools

Post your job and collect applicants across multiple Schools on Symplicity Recruit. Fees apply. This school is included at no cost.

Post to Multiple Schools

Position Information: Selecting Position Type

CSULB CareerLINK PM

Note:180

Please Note: On-Campus Interview (OCI) positions should be entered in the On-Campus Interview section.

Submit **Save And Finish Later** Cancel

* indicates a required field

Position Information

Terms & Conditions *
I have read and agree to the following [job posting policies and guidelines](#)

Yes

Copy Existing
Pick a position from which you'd like to copy data
Please review and edit your job title when copying a job

Position Type: If selecting internships, select no other type. *

- Full-Time
- Part-Time (Off-Campus)
- Part-Time (On-Campus)
- Federal Work Study
- Internship (Paid)
- Internship (Unpaid)
- Experimental Learning**
- Co-op
- Freelance/Gig/Short-Term
- Seasonal/Summer
- Volunteer

Position Information: Work Term and Accumulating Resumes Online

- Select Work Term:
Semester Position will be active – Fall 2024



- Check Resume Receipt:
Must Accumulate Online (and if you also prefer E-mail)



Submit **Save And Finish Later** Cancel

* indicates a required field

Experiential Learning Job - Position Information

Work Term *

Resume Receipt *

Choose how you would like to receive student resumes for non-ocr positions.

E-mail

Accumulate Online

Other (enter below)

Position Information: Type, Function, Title, Description

Copy Existing
Pick a position from which you'd like to copy data
Please review and edit your job title when copying a job

Position Type *
 Experiential Learning

Job Function *

Accounting
Agriculture/Natural Resources/Environment
Arts/Design/Planning
Communication
Computer Science/Statistics

Title *

0/60

Job Description *

Notes:

- **Title: Must begin with LAEP and have Research in the title. Example: *LAEP Health Research Advocate Assistant***
- **Description: Must include details of research component (all disciplines welcome)**
- **Goal for students to obtain career readiness skills for employability**

B **I** **☰** **☰** **☰** **☰** **☰** **☰** **T**

Posting Dates

Fall 2024

- Posting Date

- Positions will not be viewable until **July 15**, posting date should mirror students viewable date

- Expiration Date

- This can be updated once your position is filled
- You can start the latest you would plan to hire

Posting Date *

Job announcement will be posted on this date.

2024-01-22



Expiration Date *

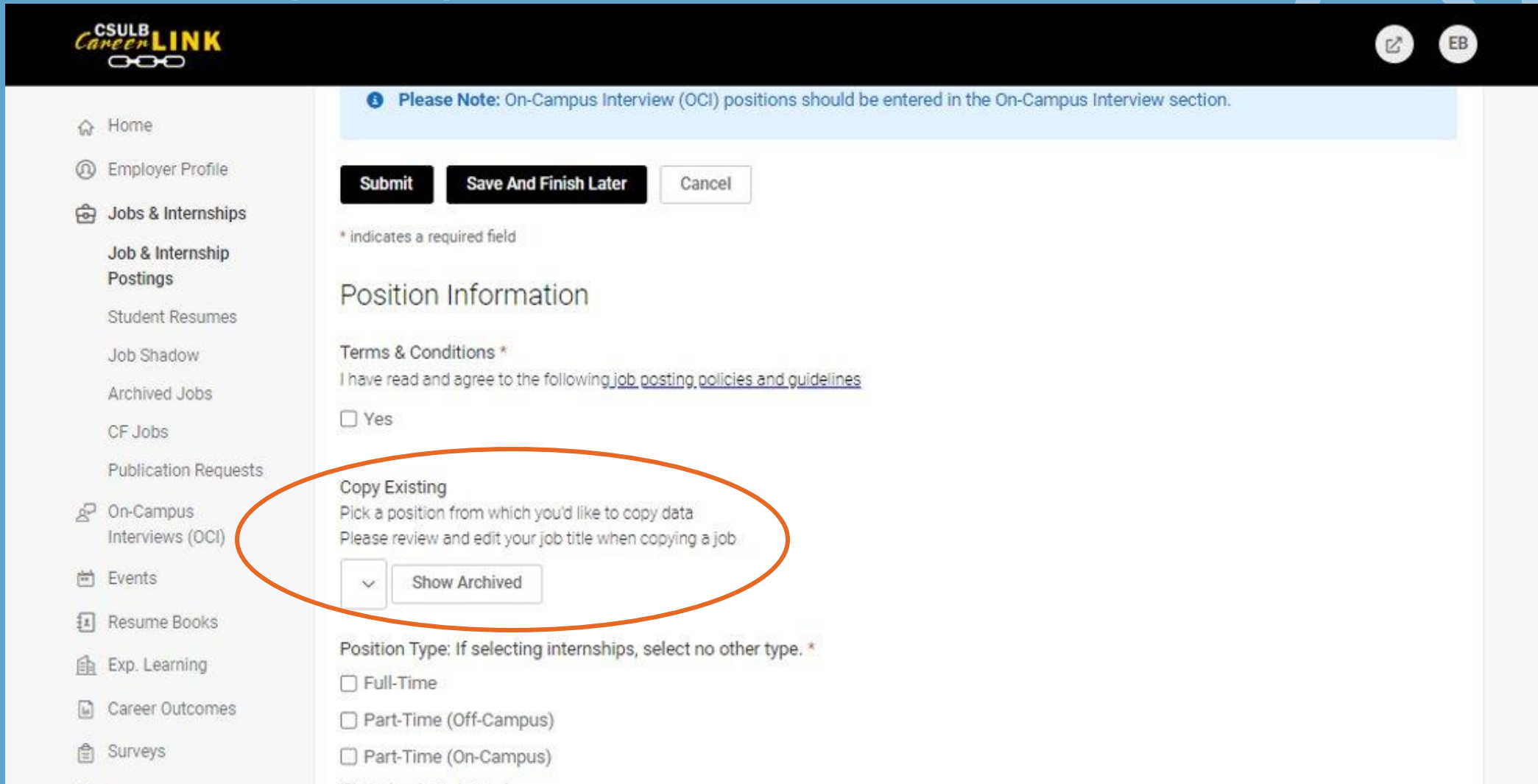
Job announcement will be removed on this date.

2024-02-22



Renewing / Reposting Job Postings

For Employers who are returning to post same positions or would like to make small edits to previous positions



The screenshot shows the CSULB CareerLINK interface. On the left is a navigation menu with items like Home, Employer Profile, Jobs & Internships, and On-Campus Interviews (OCI). The main content area is titled 'Position Information' and includes a 'Please Note' banner, action buttons (Submit, Save And Finish Later, Cancel), and a 'Copy Existing' section. The 'Copy Existing' section is circled in orange and contains instructions to pick a position to copy data from, with a 'Show Archived' button. Below this is the 'Position Type' section with radio button options for Full-Time, Part-Time (Off-Campus), and Part-Time (On-Campus).

CSULB CareerLINK

Please Note: On-Campus Interview (OCI) positions should be entered in the On-Campus Interview section.

Submit **Save And Finish Later** Cancel

* indicates a required field

Position Information

Terms & Conditions *

I have read and agree to the following [job posting policies and guidelines](#)

Yes

Copy Existing
Pick a position from which you'd like to copy data
Please review and edit your job title when copying a job

▼ **Show Archived**

Position Type: If selecting internships, select no other type. *

Full-Time

Part-Time (Off-Campus)

Part-Time (On-Campus)

- Home
- Employer Profile
- Jobs & Internships
 - Job & Internship Postings
 - Student Resumes
 - Job Shadow
 - Archived Jobs
 - CF Jobs
 - Publication Requests
- On-Campus Interviews (OCI)
- Events
- Resume Books
- Exp. Learning
- Career Outcomes
- Surveys
- Calendar
- Account
- Live User Support

Please Note: On-Campus Interview (OCI) positions should be entered in the On-Campus Interview section.

Submit

Save And Finish Later

Cancel

* indicates a required field

Position Information

Terms & Conditions *

I have read and agree to the following [job posting policies and guidelines](#)

Yes

Copy Existing

Pick a position from which you'd like to copy data

Please review and edit your job title when copying a job

Show Current

Position Type: If selecting internships, select no other type. *

Full-Time

Part-Time (Off-Campus)

Part-Time (On-Campus)

Federal Work Study

Internship (Paid)

Internship (Unpaid)

Job Postings: All Job Postings

CSULB CareerLINK PM

Once you submit a job, you will immediately be given the opportunity to post it at multiple schools (fee applies).

Home
Employer Profile
Jobs & Internships
Job & Internship Postings
Student Resumes
Job Shadow
Archived Jobs
CF Jobs
Publication Requests
On-Campus Interviews (OCI)
Events
Career Outcomes
Surveys
Calendar
Account

Job Postings (non-OCR) Student Resumes (non-OCR) Job Shadow Archived jobs/internships CF Jobs Publication Requests

Keywords
(searches job title, ID, description, and organization name: min. 3 characters.)

Contact Name

Search Clear More Filters

Post A Job 2 results Expiration Date ▾

Testing LAEP Role 3 Applicants
Long Beach, California, United States - Experiential Learning
ID: 173667
Posted On Oct 17, 2022 Expiring on Apr 15, 2023
[Withdraw](#)

Testing LAEP Role 3 PENDING 0 Applicants
Long Beach, California, United States - Experiential Learning
ID: 173669
Posted On Oct 18, 2022 Expiring on Apr 16, 2023
[Withdraw](#)

Career Development Center | California State University, Long Beach | Brotman Hall, Room 250
1250 Bellflower Boulevard | Long Beach, CA 90840 | Phone: (562) 985-4151 | Fax: (562) 985-1641

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Job Postings: Alerts

- Home
- Employer Profile
- Jobs & Internships
- On-Campus Interviews (OCI)
- Events
- Resume Books
- Career Outcomes
- Surveys
- Calendar
- Account

Alerts

> 1 student(s) has(have) applied to your Non-OCI job postings.

Announcements

There are currently no announcements or notifications to display.

Have a general question? Chat with the Career Center!

Monday - Friday:
12:00 PM - 3:00 PM

Career Development Center

- Create Job Posting
- View Job Postings
- View Applicants
- Post a Profile
- Create New OCI Schedule Request
- View OCI Schedules
- View OCI Interviews
- View OCI Applicants
- View OCI Wait List

Job Postings: Viewing Student Resumes

The screenshot displays the CSULB CareerLINK interface. The top navigation bar includes the CSULB CareerLINK logo and user icons. The breadcrumb trail shows the path: Home / Jobs & Internships / Student Resumes (non-OCR). The main heading is 'Job Postings'. Below this, there are several tabs: 'Job Postings (non-OCR)', 'Student Resumes (non-OCR)', 'Job Shadow', 'Archived jobs/internships', and 'Publication Requests'. The 'Student Resumes (non-OCR)' tab is highlighted with an orange circle. A blue notification banner states: 'To view PDF files, you may need [Adobe Acrobat Reader](#). To view Excel files, you may need [Excel Viewer 2003](#).' Below the banner is a 'Resume Text Search' input field. Underneath is a 'Position' dropdown menu with 'LAEP Position Test' selected, also circled in orange. There are 'Search' and 'Clear' buttons. Below the search area is a 'Batch Options' dropdown. The main content area shows a list of resumes, with the first entry being 'Ashanea Green-Compton' for the 'LAEP Position Test - 173668', submitted on Oct 18, 2022. There are links for 'Resume' and 'Delete Application'. At the bottom, there is a '[show all]' link.

Job Postings: Offering Position

CSULB CareerLINK

Home / Jobs & Internships / Student Resumes (non-OCR)

Job Postings

LAEP Position Test | **Student Resumes (non-OCR)** | Preview

To view PDF files, you may need [Adobe Acrobat Reader](#). To view Excel files, you may need [Excel Viewer 2003](#).

Resume Text Search

Batch Options ▾

Ashanea Green-Compton
Submitted on Oct 18, 2022
Student Availability: Yes
Exp. Learning Job Offer:
Rank:
[Resume](#) [Delete Application](#)

[show all]

Job Postings: Position Offered

The screenshot displays the CSULB CareerLINK website interface. The top navigation bar includes the logo and user icons. The left sidebar lists various navigation options such as Home, Employer Profile, Jobs & Internships, Student Resumes, and Account. The main content area is titled 'Job Postings' and shows a breadcrumb trail: Home / Jobs & Internships / Student Resumes (non-OCR). Below the breadcrumb, there are tabs for 'LAEP Position Test', 'Student Resumes (non-OCR)', and 'Preview'. A blue banner provides instructions on how to view PDF and Excel files. A search bar is present with a 'Resume Text Search' label and 'Search' and 'Clear' buttons. Below the search bar, there is a 'Batch Options' dropdown menu. The main list of applicants shows one entry for 'Ashanea Green-Compton', submitted on Oct 18, 2022, with a status of 'Offer Extended' circled in orange. A callout box next to this entry contains the text 'Student deciding on offer'. At the bottom of the list, there is a '[show all]' link and a 'Go To Applicant List' button.

CSULB CareerLINK

Home / Jobs & Internships / Student Resumes (non-OCR)

Job Postings

LAEP Position Test Student Resumes (non-OCR) Preview

To view PDF files, you may need [Adobe Acrobat Reader](#). To view Excel files, you may need [Excel Viewer 2003](#).

Resume Text Search

Batch Options ▾

Ashanea Green-Compton
Submitted on Oct 18, 2022
Student Availability: Yes
Exp. Learning Job Offer: **Offer Extended**
Rank: ▾
[Resume](#) [Delete Application](#)

[show all]

[Go To Applicant List](#)

Job Postings: Position Accepted

The screenshot displays the CSULB CareerLINK interface. The top navigation bar includes the CSULB CareerLINK logo and social media icons for Twitter and Telegram. The breadcrumb trail reads: Home / Jobs & Internships / Student Resumes (non-OCR). The main heading is 'Job Postings'. Below this, there are three tabs: 'LAEP Position Test', 'Student Resumes (non-OCR)' (which is selected), and 'Preview'. A blue notification banner states: 'To view PDF files, you may need [Adobe Acrobat Reader](#). To view Excel files, you may need [Excel Viewer 2003](#).' Below the banner is a 'Resume Text Search' section with an input field, a 'Search' button, and a 'Clear' button. A 'Batch Options' dropdown menu is also present. The main content area shows a list of applicants. The first applicant is 'Ashanea Green-Compton', with the following details: Submitted on Oct 18, 2022; Student Availability: Yes; Exp. Learning Job Offer: **Offer Accepted** (circled in orange); Rank: Select (dropdown menu). Below the applicant name are links for 'Resume' and 'Delete Application'. At the bottom of the list, there is a '[show all]' link and a 'Go To Applicant List' button.

Offer Accepted/Declined Email Notification

Dear [Full Name]:

The following student has **accepted/declined** your offer to the Exp. Learning position:

[tab] Student Name: [Student_FullName]

[tab] Email: [Student_Email]

The accepted offer is for the following position:

[tab] Job Title: [Job_Title]

[tab] Date: [dt]

[tab] Salary: [Salary]

[tab] Location: [Location]

[tab] Duration: [Location]

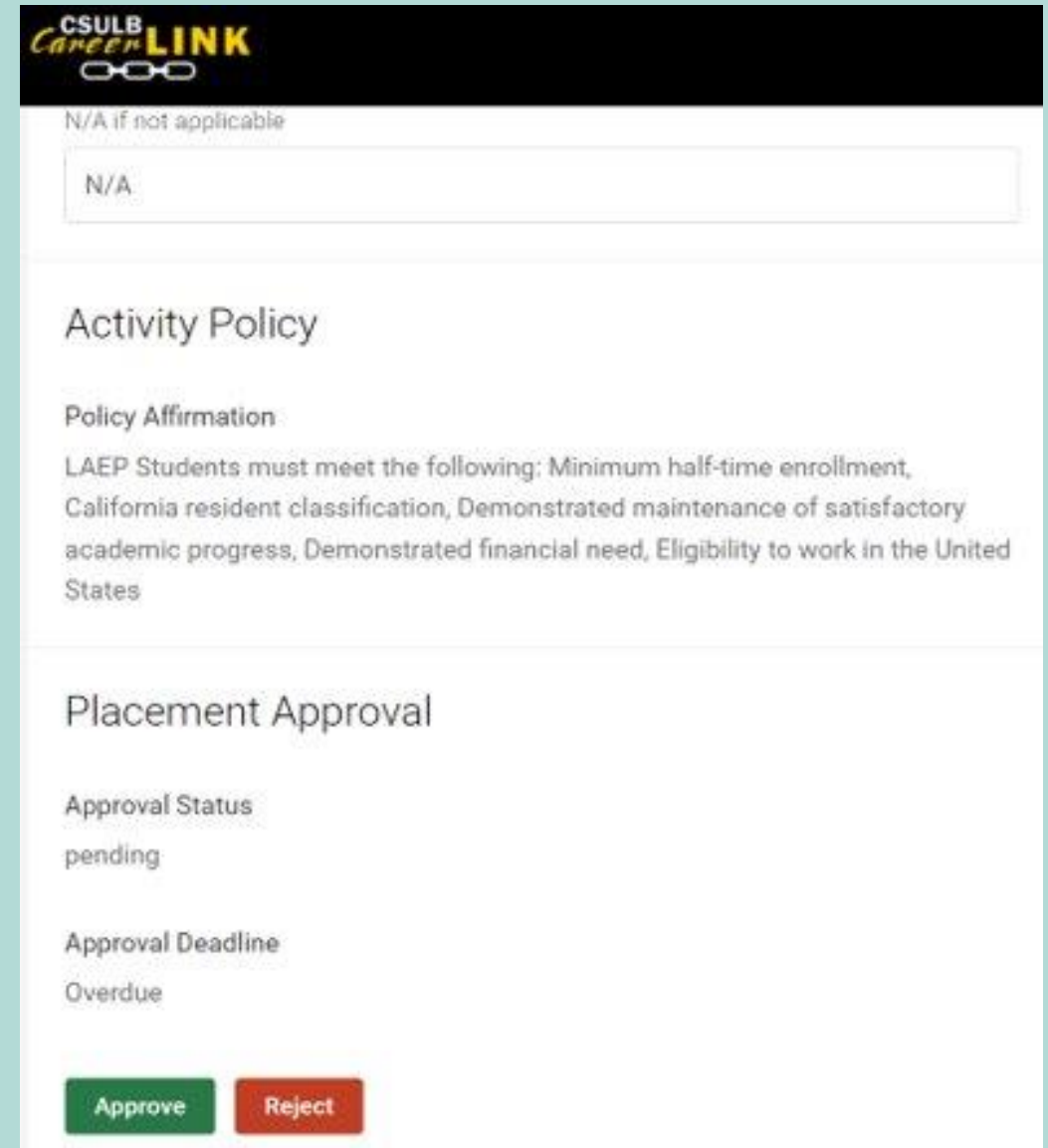
Student Placement Form

- LAEP students have the choice to either accept or decline the offer
- Once they accept the offer, they will need to fill out a **placement form** through CareerLINK that asks some of the following supervisor questions:
 - Supervisor's name, email, phone number, hours of work, work description, job title, hourly wage
 - Students might reach out to you for help in completing the form



Approving the Placement

1. Once the student has completed the placement form, you will receive an email with the link for an approval
2. The CDC will approve as the "Experiential Learning Coordinator" and you will only be approving the **Employer Contact section**
3. After reviewing the placement form, you will scroll down to the bottom and approve or reject it



The screenshot shows the CSULB CareerLINK interface. At the top, there is a black header with the CSULB CareerLINK logo. Below the header, there is a white box containing the text "N/A if not applicable" and a text input field with "N/A" inside. The main content area is divided into sections: "Activity Policy", "Policy Affirmation", and "Placement Approval". The "Policy Affirmation" section contains text about LAEP student requirements. The "Placement Approval" section shows "Approval Status" as "pending" and "Approval Deadline" as "Overdue". At the bottom, there are two buttons: a green "Approve" button and a red "Reject" button.

CSULB CareerLINK

N/A if not applicable

N/A

Activity Policy

Policy Affirmation

LAEP Students must meet the following: Minimum half-time enrollment, California resident classification, Demonstrated maintenance of satisfactory academic progress, Demonstrated financial need, Eligibility to work in the United States

Placement Approval

Approval Status

pending

Approval Deadline

Overdue

Approve Reject

Closing the CareerLINK Position

1. If you are satisfied with the hires for this semester, **close the position** so there are no more applicants
2. From Home page, click on **“View Job Postings”** on the right-hand side
3. Click on your job posting title, **“LAEP...”** and scroll down to the **“Expiration Date”** section to change the date of your choosing. After that date, students will no longer be able to apply or view the job posting

Posting Date *

Job announcement will be posted on this date.

2024-01-22



Expiration Date *

Job announcement will be removed on this date.

2024-02-22





Payroll and HR Information

Hiring Process for LAEP

Once you have identified the eligible LAEP student for your position, you'll need to:

- **Refer to your ASM or department coordinator**
 - Your ASM will complete the student hiring form and hiring procedures and let you know when the student can begin working



General LAEP Hiring Information

- **Earliest start date** is first day of classes: **August 26**
 - Students can use funding until last day of finals each term: **December 18**
- LAEP student assistants will be paid by the 15th of each month for work performed during the previous month
- Students should complete timesheets, **signed by supervisor**
- Time will be submitted by your **department timekeeper** in the same manner as your other student assistants
- LAEP position and **all other student positions combined (ISA/SA)** may not exceed 20 hours per week during the academic period. Please ensure your students and supervisors are aware of this.
- Students may not have both an active FWS and LAEP position at the same time
- Reach out to **studentpayroll@csulb.edu** if you have payroll questions regarding a LAEP student assistant



LAEP Salary Ranges

Research Assistant I

- Range is \$17.00 - \$18.50 - \$20.25
- General research activities

Research Assistant II

- Range is \$20.50 - \$22.25 - \$24.00
- Advanced work and/or lead research activities

Reminder – Minimum wage has changed to (\$16/hr).



Employer LAEP Information Sessions

Friday, April 19 @ 11am

Monday, April 22 @ 1pm

bit.ly/laep24employer



Student LAEP Information Sessions

Friday, April 19 @ 1pm

bit.ly/laep24student





Thank you!

For more information:

LAEP@csulb.edu