

Developing Learning-Aligned Employment Opportunities for SRJC Students



2023

Megan Rhodes, Job Developer & LAEP Coordinator

Who Am I?

Megan Rhodes

Job Developer | LAEP Coordinator

At SRJC since 2019:

- 4 years in Institutional Research
- 3 months into new role as Job Developer

13 years Small Business Owner

2 currently enrolled SRJC Students in my household





Quick Note on the LAEP Grant & this Presentation

While all photos in this presentation are Career Education related, LAEP is currently open to ALL programs of study.

Why Are We Here?

Learning-Aligned Work Experiences AND the LAEP Grant

- What are “Learning-Aligned” work experiences?
- What is the LAEP Grant?
- Student Eligibility
- Employer Eligibility
- Job/Internship Requirements

SRJC Department/Program/Research Needs AND How LAEP Can Support

- What types of on-campus jobs can be a part of LAEP?
- What is the “research requirement” for on-campus positions?

Questions?

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What are “Learning-Aligned” Work Experiences?

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Internships

“An internship is an on-the-job training program... Sometimes, an intern could have some employee-like responsibilities at the company and perform small projects, such as organizing files.” (Indeed)

Externships

“An externship is a short-term job shadowing program. The focus of an externship is usually learning about a career by observing a professional in their workplace.” (Indeed)

Apprenticeships

“An apprenticeship program prepares ... for trade or professional jobs while meeting a company's need for highly skilled employees. It often combines practical, hands-on training with paid work, meaning you can receive a wage while working in the program.” (Indeed)

Work/Job Experience

“Work experience is a way to get practical insights and knowledge of a particular role or industry... It can also be valuable for developing contacts and networking, which can help secure future employment.” (Indeed)

What is LAEP?

“Learning-Aligned Employment Program”

The Learning-Aligned Employment Program (LAEP) is a California Work-Study program designed to offer eligible students the opportunity to earn money to help defray their educational costs while gaining education-aligned, career-related employment. As part of this grant, participating SRJC departments and off-campus employers are reimbursed for a portion of the students' wages.



LAEP Fast Facts

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LAEP Grant Recipients

Participants in LAEP statewide include 114 of 116 Community Colleges, plus all State universities and UCs.

Who

Currently open to ALL eligible students attending SRJC half time (6 units), largely students from disproportionately impacted backgrounds.

If funds become limited, priority will be given to STEM students.

How much?

SRJC was awarded \$2.4 out of \$400 million statewide. This was partly determined based on the number of Pell Grant recipients at SRJC. The majority of grant funds are going to cover student participant wages.

For how long?

The LAEP Grant runs until all funds are dispersed or 2031, whichever comes first.

Students may participate so long as they are enrolled half time and meet eligibility requirements.

For What

This grant is directed to support students in getting paid work experience related to their programs of study.

What is an “Employer”?

Employers can include on-campus departments, off-campus for-profit organizations, off-campus non-profit organizations, and public schools.

Employers are reimbursed for student’s gross wages depending on type of organization.



LAEP for Students

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Student Eligibility Requirements

To Participate in LAEP, Students must be able to show all of the following:

- Enrolled half-time (6 units)
- Be a California Resident
- Demonstrated Satisfactory Academic Progress (<https://financialaid.santarosa.edu/sap>)
- Demonstrated Financial Need
- Eligible to work in the US

In addition, students must be able to show at least ONE of the following:

- First generation
- Low Income
- Current or Former Foster Youth
- **Homeless or at risk of becoming so**
- Student with disability
- Displaced worker
- Student with dependent children
- Formerly incarcerated
- Student who is DACA
- Student who is a veteran

(Bold items above are additional priority groups if funds become limited)

LAEP Process for Students

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1. Eligibility Application

Students apply to participate via the Student Section on the LAEP website



2. Financial Aid Review

All applications are sent to Financial Aid for review



3. Eligibility Confirmation

Financial Aid confirms eligibility and the student's unmet financial need



4. Connect with Employers

The LAEP coordinator works with the LAEP students to connect with eligible employers



5. Employer's Hiring Process

The LAEP student applies and goes through the employer's hiring process



6. Sign Agreement with SRJC

Once a LAEP position is secured, the student signs the LAEP agreement outlining expectations and responsibilities

About the Financial Aid Process

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- Confirming student **eligibility** for LAEP should take Financial Aid approximately one week
- The LAEP Grant may be awarded if eligible students have an **unmet need** (Unmet need = Costs of living and attending college - What a student can afford to pay)
- Eligibility for LAEP is **assessed** every semester
- It is the **student's** responsibility to talk with Financial Aid to make sure LAEP income will not affect their aid package
- **Summer** LAEP eligibility is influenced by a student's enrollment at least half time in the summer or following fall semester

Eligibility Confirmation

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Eligibility confirmation email will provide suggested next steps.

- Eligible students will receive suggestions on how to move forward working with the LAEP coordinator to connect with a LAEP job
- Students found not eligible will be given information on:
 1. Possible recourse to contest the eligibility determination with Financial Aid
 2. SRJC Career Hub connections to continue exploring potential work experiences that align with program of study

How to apply for LAEP (Students)

CareerHub.SantaRosa.edu/LAEPStudents

- Learn about the LAEP Grant
- Review Eligibility Requirements
- Apply to Participate



| LAEP for Employers

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Employer Eligibility Requirements



To Participate in LAEP, Employers must be one of the following:

- For-profit nonsectarian, nonpolitical organization or corporation licensed to conduct business in California
- Non-profit nonsectarian, nonpolitical organization or corporation licensed to conduct business in California
- Public school operated by a school district, county superintendent of schools, the Department of the Youth Authority, or the Department of Education
- On-campus SRJC department whose learning-aligned employment opportunities provide participating students with direct opportunities to participate in research

LAEP Position Requirements

1. Educationally beneficial position that relates to the student's area of study, career objective, or the exploration of career objective
2. The LAEP position will be paid at a rate comparable to other similar positions
3. The LAEP position will not displace workers currently employed, nor violate any collective bargaining agreements
4. The number of hours for the LAEP position may be influenced by the student's unmet financial need
5. SRJC Employers Only: LAEP students will be provided with direct opportunities to participate in research that applies to their program of study.
6. LAEP employers should either be able to provide the LAEP student with an opportunity for full time work OR connect them to organizations in similar industries with potential full time positions.

Employer Responsibilities

The LAEP position must be aligned with the student's program of study or career interests/objectives

The LAEP position must be compensated at a rate similar to other comparable positions within the organization or industry

Employer Responsibility

The Employer must be able to provide the possibility of a full time position at the end of the LAEP internship

OR

Be able to connect the student to other full time work opportunities within a similar field or industry

LAEP Employer Reimbursement

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LAEP Employers are reimbursed for a portion of the LAEP Student's gross wages. These reimbursements are for actual hours worked and may not include payment for vacation time, holiday pay, sick pay, union dues, jury duty, payroll taxes, bonuses, employment insurance, or mandated state and federal benefits.

For-Profit Employers

50%

of student's gross wages

Non-Profit Employers

90%

of student's gross wages

Public School Employers

90%

of student's gross wages

On-Campus SRJC Departments

100%

of student's gross wages

LAEP Process for Employers

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1. Employer Interest Form

Employers submit a form expressing interest in creating a LAEP position.



2. Employer Review

The employer and position are reviewed by the LAEP Coordinator.



3. Participation Confirmation

Employer receives confirmation of approval to participate in LAEP



4. Sign Contract with SRJC

Employer signs contract outlining parameters of participating in LAEP and indicates understanding of LAEP processes



5. Connect with Students

LAEP Employers are connected with LAEP-Eligible students involved in related fields of study.



6. Complete Hiring Process

Employer goes through their respective hiring process. Once a LAEP student is selected then the Student Addendum is completed.

What types of work may NOT be included in LAEP?

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If a program has a specified number of Unpaid Hours required for certification, then those hours may NOT be included in LAEP.

- This includes clinicals in health professions, required unpaid hours in public safety training programs, and other similar program requirements.
- In these types of programs, a LAEP internship with additional hours above their required unpaid work could be created for a student to gain more related experience while also earning a wage to offset the costs of their education.

How to apply for LAEP (Employers)

CareerHub.SantaRosa.edu/LAEPEmployers

- Learn about the LAEP Grant
- Review position requirements
- Apply to Participate



LAEP for SRJC

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SRJC LAEP On-Campus Positions

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Educationally beneficial position that relates to the student's area of study, career objective, or the exploration of career objective.

LAEP students will be provided with **direct opportunities to participate in research** that applies to their program of study.

What is this “Research Requirement”?

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On-campus SRJC jobs are required to provide the student with direct opportunities to participate in research related to their program of study.

- This research does NOT have to be scientific in nature
- It is dependent on what is relative to the LAEP position and the student’s program of study
- The position supervisor will act as the research mentor
- Some documentation of the research performed will be required

LAEP at SRJC

Example of on-campus LAEP job:

SRJC's 1st LAEP Student:

- Program of Study - Office Management
- LAEP Position - Career Hub Front Office Staff
- Research Component - Researched potential off-campus employers to participate in LAEP

Examples of other potential LAEP jobs:

LAEP Position Ideas:

- Entry-level exploration internships that enhance a program of study
- On-campus lab/research assistant work
- Student support positions related to their fields of study (tutoring, mentoring, etc)
- Assistant internships in museum, gallery, offices, ...

LAEP at SRJC

On Campus LAEP jobs must be:

1. Educationally beneficial, related to the student's area of study, career objective, or the exploration of career objective
2. Paid at a rate comparable to other similar positions
3. Kept within the student's unmet financial need (as determined by Financial Aid)
4. Providing direct opportunities to participate in research that applies to their program of study.
5. Able to provide the LAEP student with an opportunity for full time work OR connect them to organizations in similar industries with potential full time positions.

Can LAEP students get paid to participate in Faculty research?

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Short answer = Yes!

- The research has to be related to student's program of study
- The department must be able to cover the costs of employment above the wage reimbursement
- Additional costs for faculty and research mentors may not be covered under the LAEP grant



Majors and Programs that Can Participate in LAEP

Early Phase

- LAEP is currently open to all programs of study

Late Phase

- If grant funds become limited, then priority will be given to STEM students and programs

Take Note

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LAEP is designed to give **eligible** students **paid** work experience related to their **field of study**. It's more of an **internship** experience with opportunities to **expand** their knowledge and **enhance** their education experience. The intent is to get **students** near the end of their studies out into the field into the **industries** they are working towards with the possibility of a **full-time job** at the end of the internship.

Student Worker vs STNC

Student Worker Positions

STNC Positions

General Rule	If this is, has been, or will be a classified position, then it is not a "Student Worker" position	If existing classified staff has a specific project or need that they are not able to do, then an STNC position is an appropriate solution
General Type of Work	Supporter, not a Creator - this position should support other staff	Creator AND/OR a Supporter - this position can help develop/create something new
Job Description	Student Worker positions should have a different job description than any existing classified positions	Should utilize an existing classified job description
Position Term	The Student Worker position continues, ongoing until the department's needs change	The STNC is a short term, temporary position to fill a specific need or gap within the department
Supervision Level	Supervised at all times by Classified, Manager, or STNC	Can work independently. Can also supervise student workers
Hours	Up to 25 hours per week while school is in session, 40 hours when out of session	Up to 25 hours per week, 175 days maximum per year
Length of Employment	Ongoing until terminated, provided student meets student worker eligibility criteria	"Short-Term, Non-Continuing" - this is intended to be for a specific project or short term department need
Skills and Knowledge	Should provide learning and growth opportunities	Should use existing knowledge and skills in service of a department need

How to Participate at SRJC

- Learn about the LAEP Grant

CareerHub.SantaRosa.edu/LAEP

- What tools can we develop to support faculty and classified in spreading the word to students?

LAEP@SantaRosa.edu

- Apply to have an on-campus LAEP position considered:

CareerHub.SantaRosa.edu/LAEPEmployers

Let's talk about LAEP!

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THANK YOU!