



Learning Aligned Employment Program (LAEP)

Staff and Faculty Information Session

~20 minutes

Career Success



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She/Her/They/Them

LAEP History and Future

History:

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

UCSC began to pilot the program Spring 23.

Future:

LAEP funds allocated to institutions are available for encumbrance and expenditure by participating campuses until June 30, 2031.

What is LAEP?

State funded work-based learning program

LAEP provides an incentive for staff and faculty to hire underrepresented students in research. It offers eligible undergraduate students the opportunity to earn money while gaining education-aligned, career-related employment in research.

- LAEP covers 100% of the student's wages up to \$6,000 per year *depending on students' financial need*
- Students can begin working September 23rd (first day of Fall)
- Students can remain funded throughout the year until their award is exhausted or until June 13th (last day of Spring)
- Student wages cannot be subsidized for summer work
- Students cannot have LAEP and Work-Study award at the same time (Financial Aid Package room associated with COA)
- \leq 15 hours/week
- Minimum wage is \$15.50, but we encourage wages \$17-20 or more

*If a student has a \$4,000 award and is hired to work 10 hours/week at \$18/hour, they can work for about 22 weeks (or about 5.5 months).

Consider ways your dept. can continue employment after award disbursement.

Who are eligible students?

A student from an underrepresented background satisfying all of the following criteria:

- **CA resident**
- Undergraduate
- At least half-time enrollment
- Satisfactory academic progress
- Demonstrated financial need
- Eligibility to work in the U.S.

- Students submit a [Request LAEP eForm](#) in MyUCSC
- Smaller pool of applicants
- May be the student's first job

“Underrepresented” students include: first generation college students, low-income students, students who are current or former foster youth, homeless students or those at risk of becoming homeless, students with disabilities, displaced workers, students with dependent children, formerly incarcerated students, undocumented students, students meeting the requirements of [Assembly Bill 540 of the 2001–2002 Regular Session of the Legislature](#), and students who are veterans.

-California Student Aid Commission

Work-based Learning

Program:

LAEP

Work-Study

Funding:

100% Subsidized

Employer pays:
25% of wages + 10%
admin fee (**35% of
wages**)

Residency:

CA Resident with
Employment
Authorization

US Resident with
Employment
Authorization

Job Type

On-campus research

Any on-campus job

Which jobs qualify for LAEP?

Jobs that conduct research!

Research is not limited to STEM research and can take place outside of an academic discipline. The research must be directed and supervised by a “research mentor”.

Research Justifications:

- Performing archival research
- Conducting basic science research
- Research and development
- Translating
- Creating databases and/or cataloging information
- Conducting interviews, focus groups
- Developing surveys and questionnaires
- Writing literature reviews
- Transcribing films, interviews, and other materials
- Searching through online repositories
- Developing GIS applications or other digital tools
- Creating research-based events and programs
- Prepare manuscripts for publication
- Exploring potential new areas of research
- Computer programming
- Data sciences research

What is the role of the research mentor?

Provide reasonable supervision

If you want to become a research mentor with LAEP, you must *personally* have time to provide reasonable supervision of the student. Graduate students **cannot** serve as the research mentor.

Recommendations:

- Consider your bandwidth
- Create a welcoming space
- Hold regular in person meetings
- Be available and responsive to emails
- Hold regular office hours
- Incorporate into lab meetings
- Encourage [career readiness](#) skills to prepare students for the workforce
- Consider attending [Career Success' Supervision Toolkit Canvas Module](#)

How do faculty and staff get involved?

Job Posting Requests for 2023-2024 AY are open!

Priority consideration will be given to job posting requests filled out by **September 15th** for the 2023/24 AY. Complete a separate request form for each unique research role. However one form can be completed for hiring up to 2 students for the same job.

Include in your request:

- Descriptive job title
- [Detailed job description](#)
- Research justification

Once approved, you will receive specific posting instructions to begin recruiting in Handshake!

- All LAEP jobs must be posted in Handshake (no exceptions)

LAEP Hiring



Work-Study Hiring



*Further hiring details will be explained in a series of Info Sessions in September

FAQs

- What do I do if I already have a student in mind to hire?
 - You must recruit via Handshake
 - Verifies a student has a work-based learning award
 - Promotes equitable hiring practices
 - Creates a Handshake JobID needed for HIRES
- What if the student I hope to hire does not qualify for LAEP?
 - The student may be eligible for work study

Looking forward to collaborating with you!

LAEP Website:

<https://careers.ucsc.edu/staff/laephome/index.html>

LAEP FAQ:

<https://careers.ucsc.edu/staff/laephome/faqlaep.html>

LAEP Coordinator Email:

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Questions?