



## **Online Tutoring:** Sample Job Description

### **Position Description**

A UCR staff member looking to hire a college student or graduate to provide virtual math and computer science tutoring remotely for two elementary-aged children who are both students at [School Name] school. The position will begin October 2020. We are looking for homework help and clear math explanations for the students, as well as some enrichment for them (computer coding, language learning, etc.). The pay begins at \$14/hour. The hours are about 4-6 hours per week.

### **Qualifications**

The successful applicant must be very reliable and can provide references to reflect this. Please submit your resume and the names of two references.

#### **DURATION**

Permanent

#### **JOB FUNCTIONS**

Education / Teaching / Training

#### **JOB ROLES**

Tutors

### **Average Pay for Tutoring:**

Typically makes between \$10.12 - \$40.41 per hour according to PayScale:  
([https://www.payscale.com/research/US/Job=Tutor/Hourly\\_Rate](https://www.payscale.com/research/US/Job=Tutor/Hourly_Rate))

*\*Be advised that the California statewide minimum wage is \$13/hr on January 1, 2020 and will increase to \$14/hr on January 1, 2021.*

## **Caregiver:** Sample Job Description

### **Position Description**

We are looking for a competent Caregiver to care for our elderly parents in a professional and compassionate manner. The ideal candidate will be patient and friendly with excellent communication skills. You should be able to follow instructions and perform a variety of tasks, including help with medications, assisting with mobility around the house or outside, personal care and hygiene, plan and prepare meals, and to assist with some light shopping and housekeeping.

### **Qualifications**

The successful applicant must be very reliable and have some experience in caregiving roles. Applicant must be first aid and CPR trained. Please submit your resume and the names of two references. You also need a car and good driving record.

#### **DURATION**

Permanent

#### **JOB FUNCTIONS**

Healthcare Services

#### **JOB ROLES**

Caregiver

### **Average Pay for Caregiving:**

\$20+/hr

*\*Be advised that the California statewide minimum wage is \$13/hr on January 1, 2020 and will increase to \$14/hr on January 1, 2021.*

## **Manual Labor/Home Projects: Sample Job Description**

### **Position Description**

A UCR staff member in need of assistance with odd jobs around the house. Sample projects include: painting, yardwork, and organizing our garage. All tools and equipment will be provided. We are looking for someone to be able to assist 10-15 hours/week for the next month. We live locally in Riverside about 5 miles from campus.

### **Qualifications**

Successful applicants will be skilled and hard-working with outstanding problem-solving abilities. Good physical stamina and some experience will be beneficial. Experience with painting and landscaping is a plus. Hours are flexible based on the student's schedule. Please submit your resume and a cover letter.

#### **DURATION**

Permanent

#### **JOB FUNCTIONS**

Other

#### **JOB ROLES**

Manual Labor/Home Projects

### **Average Pay for Manual Labor/Home Projects jobs:**

\$18-20+/hr

*\*Be advised that the California statewide minimum wage is \$13/hr on January 1, 2020 and will increase to \$14/hr on January 1, 2021.*