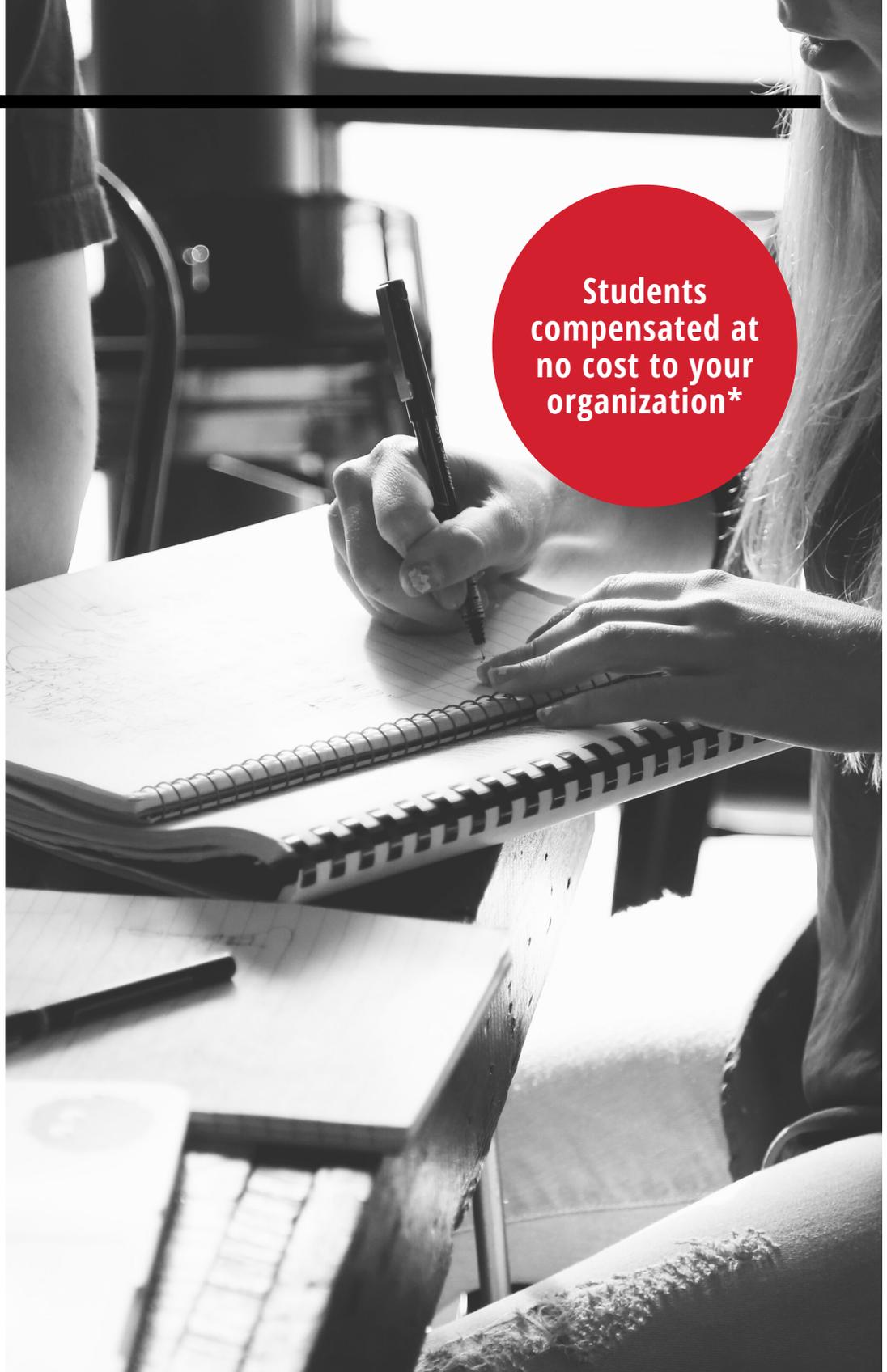


SUPPORTING
NONPROFITS
WHERE WE
LIVE, WORK,
AND LEARN

Hire a Service- Learning Co-op



Students
compensated at
no cost to your
organization*



Through UC's unique Service-Learning Co-op program, students can gain real-world experience and earn a paycheck, while supporting community nonprofits. *Wage assistance available to qualifying nonprofits.

What Are You Waiting For?

JUST FOLLOW THESE STEPS

What we offer nonprofit employers:

- High quality student work
- Competitive and caring applicant pools
- Students compensated at no cost to your organization, if qualified
- Professional development training for students

What we require from nonprofits:

- A meaningful work experience with the opportunity to develop transferable skills
- A dedicated supervisor who is willing to provide evaluative feedback
- An approved employer application

1. Complete this form: Employer Form
2. Complete the MOU and New Customer Maintenance form and return it to Paula Harper at paula.harper@uc.edu
3. Post your position(s) on Handshake, which you can access here. Make sure to include "Service Learning Co-op" in your job title.
4. Conduct interviews with selected candidates. If needed, remote interviews can take place using video conferencing. Sign up for a free Zoom account.
5. Make offer(s).
6. Email the name(s) of the student(s) you selected, your W-9, and a quote for the total amount you expect to pay the student(s) to Paula.Harper@uc.edu
7. Pay student an hourly rate of \$12.50 for technology roles and \$12.00 for all other roles.
8. Supervise student(s).
9. You will receive a purchase order from UC in the mail. Please submit invoices on your company letterhead per pay period, or at the end of the semester, and include the PO number on each invoice. Email invoices and a copy of the student(s)' paystubs to ucapinv@ucmail.uc.edu, and cc Kathleen.sullivan@uc.edu. Allow 30 days for payment.
10. Complete evaluation at the end of the semester

Contact us:

Michael Sharp at (513) 368 1198
or sharpmj@ucmail.uc.edu
Paula Harper at (513) 556 9811
or harperpr@ucmail.uc.edu