



**CH** Civil + Human Rights  
**R♥** and Equity Department

**CAREER  
OPPORTUNITY**

## **STUDENT PROFESSIONAL WORKER (1502-0)**

The City of Los Angeles, Civil, Human Rights, and Equity Department (LA Civil Rights) is seeking a highly talented and creative individual to serve as a Student Professional Worker, who will work with staff to conduct policy research, community outreach, and develop strategies around Diversity, Equity, and Inclusion.

**Part-Time**

**\$18.11 Hourly**

(Approximately 20 hours per week with  
a maximum of 1040 hours per year)

# About LA Civil Rights

“Our mission is to maintain and strengthen the city’s diversity, equity, and accountability.

We are focused on reducing bias and injustices while leveling the playing field through community engagement, equity initiatives, and upward mobility programming.”

The Civil + Human Rights and Equity Department, or LA Civil Rights for short, is focused on reducing bias and injustices while leveling the playing field. We believe that the goals of equity and inclusion for all people can be achieved through hard work and collective action. We achieve this through four core pillars:

- Outreach and Community Engagement
- Discrimination Enforcement
- Equity and Empowerment (E2)
- Commission Support



# IDEAL CANDIDATE: QUALIFICATIONS

1. Current enrollment (full-time or part time) in a recognized college or university in one of the following concentrations:

- Social Justice
- Political Science
- “Ethnic” Studies (Asian, Black, Chicano, etc.)
- Gender Studies
- Public Policy
- Public Administration
- History
- Criminal Justice
- Communications
- Urban Planning
- Economics
- Business Management
- or similar concentrations in which students can tie Civil and Human Rights to their studies

2. Basic level understanding of diversity, equity, and inclusion and the intersectionality of civil and human rights in class, race, gender, and beyond

3. Maintain a grade point average (GPA) of at least 2.0

4. Must be available a minimum of 12 hours per week (between M-F, 8-5)

5. In accordance with Los Angeles City Ordinance 187134, candidates must meet the minimum requirement of being fully vaccinated against COVID-19 or receive an exemption and report their vaccination status prior to being hired by the hiring City department.

# THE POSITION

## DUTIES AND RESPONSIBILITIES

The Student Professional Worker will conduct research as it pertains to addressing long-standing discrimination impacting underserved and marginalized communities; will work with staff to develop innovative approaches to visually communicate programming, data, and policy developments; will work with staff to conduct policy research, community outreach, and develop strategies around Diversity, Equity, and Inclusion; will support the departments commission and advisory boards; participate in the preparation of research reports, briefs, and presentations; and other related work as assigned.

## WORK SCHEDULE AND PAY

The Department is currently operating in a hybrid format; in-person attendance will be required. We anticipate the Student Professional Worker will report to work in-person at least 4 hours per week, however this is subject to change depending on department needs. Working hours will vary depending on the department's operational needs and the Student's schedule.

Generally, the department is open Monday - Friday from 8 am - 5 pm; some weekend and night hours may be required for special events.

The work schedule will be finalized with the candidate so that work hours can be mutually beneficial, however **Student Professional Workers must be available a minimum of 12 hours per week**; this position cannot exceed 20 hours per week or 1,000 total hours in a single calendar year.

**Classification: STUDENT PROF WORKER (1502-0)**

**MOU 00: NON-REPRESENTED**

**Hourly Rate: \$15.08 - \$20.88**

**Terms: EXEMPT, AS-NEEDED**

**Location: Hybrid (Online and 201 North Los Angeles Street #6, Los Angeles, CA)**

**Parking is not provided; Paid and metered parking is available.**



# HOW TO APPLY

## Student Professional Worker (1502-0)

### INTERESTED CANDIDATES:

1. Please submit required items to [LACivilRights.HR@LACity.org](mailto:LACivilRights.HR@LACity.org) with “Student Professional Worker – [YOUR NAME]” in the subject line. Applications will only be accepted via email.

### 2. Required Items:

- City Application
- Cover Letter
- Resume
- Three References; may be any combination of professional, academic, and/or mentor.

\*Incomplete application packages will not be considered.\*

The application form can be found online at  
<https://per.lacity.org/Application.pdf>

This opportunity will close on August 28, at 11:59 PM (midnight) or until a sufficient number of applications has been received.

This is an exempt, at-will position. The individual appointed to this position will not accrue any civil service tenure, contractual employment rights, or due process rights. The incumbent may be removed, without any finding of cause, by the hiring authority. The City of Los Angeles is an Equal Employment Opportunity Employer. As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodations to ensure equal access to its programs, services and activities. Please call (213) 473 5750 if you need assistance.