



Posting Jobs for Undergraduates FAQ

Q. Whom can I contact with questions about Student Employment posting procedures?

A. As a first step, check the Student Employment website, studentemployment.uchicago.edu. The “On-Campus Employers” and “Off-Campus Employers” sections of the website provide detailed information about how to post positions for both undergraduates and graduate students. If you still have questions after browsing the Student Employment website, please email studentemployment@uchicago.edu, and a Student Employment team member will be happy to assist you.

Q. How do I post on-campus jobs for undergraduates?

A. Employers and Human Resource Partners can submit positions for undergraduates through the Student Employment website. A member of the Student Employment team will then review and approve the request within 24 hours and post a listing in UChicago Handshake, where students will be able to view and apply to the position.

Q. What kind of access will my department have to job postings? Do I need to create a Handshake account?

A. At this time, on-campus employers can only view jobs on Handshake, but cannot edit or expire jobs. You may view the job posting by following the link sent to you by Student Employment, and applications will be emailed to you; you do not need to make a Handshake account. If you need to close or make changes to a position, please reach out to Leonardo Restrepo at lrestrepo@uchicago.edu.

Q. How do I edit or expire job postings?

A. Please contact Leonardo Restrepo (lrestrepo@uchicago.edu) to change or close a job posting.

Q. Where will I get the 6-digit requisition number for WorkDay?

A. A Student Employment team member will send the primary contact for the position a link to the posting as well as the 6-digit requisition number for WorkDay submissions.

Q. How long can a job posting remain viable?

A. The default setting will be to post a position for 60 days, but you may request either a smaller or larger application window.

Q. How will I receive applications?

A. When your job expires, you will receive an e-mail with a.zip file which will include applicants’ resume, cover letter, and any other requested application materials. You can also email undergraduatestudentemployment@uchicago.edu to request application packages before



your job expires. Alternatively, you can request on the online form that Handshake email you any new applications whenever they are submitted.

Q. Why can't I find or view my posting on Handshake?

A. If you have just recently filled out the posting form on the Student Employment website, then it is likely your position has not yet been approved and made visible. Student employment will send you a link to your posting within 24 hours. The best way to find postings on Handshake, *other than following the link sent to you by Student Employment*, is to look them up by requisition number.

Q. How do I get more applications?

A. You can email undergraduatestudentemployment@uchicago.edu with a request for your posting to be advertised in email newsletters and on social media. If your position provides substantive, non-clerical work, it may also be eligible for the Jeff Metcalf program. To request that your position be considered, please contact Melinda Markert at mmarkert@uchicago.edu.