Welcome to Handshake, the University’s official job and career events board. Use this to schedule advising appointments, RSVP for career development events, and even apply directly to jobs and internships.

Log in at uchicago.joinhandshake.com

This is the Handshake homepage!

On the left side of the webpage, you will find tabs that can be used for navigating to the job search engine, events search engine, employer search engine, your inbox.

From here, you can also access the Handshake “Career Center,” where you can find more resources and make appointments with a career advisor!

Click here, then use your CNetID and password to sign in.
If you click the profile icon in the top-right corner of the page, you will be able to access more features of the Handshake platform.

If you scroll down, you will find some suggestions for events to attend, opportunities to consider, and employers to connect with!
The “Jobs” page can be used to access opportunities open to University undergrads. Summer jobs and internships, academic year jobs, and post-graduation roles can be found here!

Press “Saved” to view and apply to jobs you’d like to keep an eye out for on Handshake.

Let’s have a closer look at the navigation tools!

Click “Jobs” to see this screen

Press the “Job” tab to search and filter all the available jobs on Handshake.
Let’s check on applications you’ve submitted!

Step 1: Click on your profile image

Step 2: Select “My Jobs”

Then you’ll be shown a list of opportunities that you’ve applied for!

Note: Some employers utilize Handshake for keeping track of applications, as well as for informing candidates about their application status. Other employers do not use Handshake for these purposes, and you may want to reach out to them directly if you are curious about application you submitted to them.
Filters

Use these criteria to narrow your search, such as by job type, pay, and on-site/remote work model.

To search for on-campus employment opportunities, select “On-Campus”.

Keep scrolling down for more advanced filtering options, including employer preferences for major, work authorization, and more!
Click here on this *bookmark* icon to keep the opportunity on your radar!

(It will appear under your “Saved” tab.)

Keep an eye on the deadline!

If a position can be completed remotely, it will be noted here.

Information regarding the possibility of remote work may also be included in the role description.

Click here to apply for a position and upload necessary documents!
Role Description

Student Administrative Assistant at the Office of Research Safety

Under the supervision and direction of the Department Administrator, the Student Administrative Assistant is responsible for performing various office functions in the Office of Research Safety (ORS). The Student Administrative Assistant will provide clerical support throughout ORS on a project basis, as well as assist with maintenance of records and other related documents. The student must be able to complete assigned work independently and with accuracy after receiving oral and/or written instructions. This position will be hybrid.

Responsibilities:
- Provide general office assistance (word processing, filing, mailings, etc.).
- Complete assigned special projects including file management, copy/scan, data processing, Microsoft Office documents, etc.
- Assist with basic digital communications as assigned.
- Pick up and deliver various supplies, mail, or anything relevant to the ORS.

Scroll down to see more information about the opportunity, including responsibilities and employer preferences and qualifications.

Note: Even if you don’t meet all the preferences or qualifications, sometimes you can still apply!

About University of Chicago

Employees: 10,000 - 25,000
Industry: Higher Education
Headquarters: 970 E. 58th St., Ste. 303 Chicago, IL 60637

One of the world’s premier academic and research institutions, the University of Chicago has driven new ways of thinking since our 1890 founding. Today, UChicago is an intellectual destination that draws inspired scholars to our Hyde Park and international campuses, keeping UChicago at the nexus of ideas that challenge and change the world.

For open positions at the University of Chicago, please review UChicago Jobs.

View full description
Pressing “Apply,” “Quick Apply,” or “Apply Externally” on the posting will result in a process prompt. You may be prompted to upload application materials—which could include a resume, cover letter, unofficial transcript, and/or more; or you may be prompted to navigate to an application portal that is external to Handshake.

You may select a document that you have uploaded onto Handshake in the past.

You MUST submit all the required documents in order to apply!

Note: Pay careful attention to any additional instructions! Employers sometimes require you to apply through an external website.

Select “Upload New” to submit an application material that you have just put together!

When you are ready to apply, select “Submit Application”
Federal Work-Study jobs can be found on Handshake!

If you are Federal Work-Study eligible, your job search results will automatically include jobs that are open exclusively to Federal Work-Study eligible students.

Some important notes:

- Federal Work-Study can be used for most student employment opportunities with on-campus departments.
  - These opportunities will be marked as “on-campus employment” and posted under a UChicago-affiliated Handshake company profile (e.g., “University of Chicago”).

- Summer Federal Work-Study involves a separate application process from academic year Federal Work-Study.
  - If you would like Summer Federal Work-Study, please visit the Financial Aid website for guidance on the application process. You reach out to college-aid@uchicago.edu if you have any questions upon reviewing their website.

- Not sure if you have Federal Work-Study? Visit the Student Employment website for more information.
Thank you so much for looking at this guide!

For any additional guidance on how to use Handshake, feel free to reach out to careeradvancement@uchicago.edu, (773) 702-7040, and/or reach out to a career advisor via email or appointment request!