Student Employment FAQ Guide

General Questions

**Q. How do I apply for a job?**
A. Handshake is the undergraduate student job board for both on- and off-campus positions. If you want to start getting familiar with the site, you can visit the Handshake guide on the Student Employment website.

**Q. What is New Student Employee Orientation?**
A. All undergraduate students at the University of Chicago are required to complete the mandatory Student Employment orientation within the first 30 days of their hire. The orientation is offered online though Canvas and provides an overview of University policies and workplace expectations, as well as tips for professional development.

**Q. What is Federal Work Study? How can I find out if I have it?**
A. Federal Work Study is granted as part of your financial aid package and is required by some on-campus employers. Please consult your Financial Aid Award Letter to see if you have Federal Work Study funding or contact college-aid@uchicago.edu if you’re still unsure.

**Q. What does it mean when a position is “Federal Work Study Only”?**
A. A position marked as “Federal Work Study Only” means they are looking to hire a student who has been awarded Federal Work-Study funding. In some cases, you may still be able to apply, but please note that you may not be considered for that particular position if you are not Federal Work-Study eligible. The majority of positions on-campus do not require Federal Work-Study funding. If you have any questions, contact collegehandshakeposting@uchicago.edu.

**Q. How much will I be paid? When will I be paid?**
A. As of 07/01/2019, the Chicago minimum wage is $13/hr. Some positions may pay more based on qualifications, so please be sure to read the position description carefully. You should discuss your pay schedule with your supervisor.

**Q. Are there any paid opportunities for community service?**
A. Yes! There are several positions available through the University Community Service Center at organizations all around Chicago and Hyde Park. Full postings are available on Handshake.

**Q. How can I find out when there are new positions I might be interested in?**
A. Student Employment sends out 3 weekly newsletters during the academic year focusing on 3 groups – general Student Employment postings, research opportunities, and community service opportunities. Sign up using the Resource Library in Handshake today!

**Q. What documents do I need to submit before I can start working?**
A. All new employees must submit I-9 documentation to verify their identity and eligibility for employment. These documents consist of, but are not limited to, passport, State Id or License, Birth Certificate, Social Security card, etc. These documents must be shown before you can start working. For a complete list of acceptable documents, please visit the Student Employment website.
Remote Opportunities FAQs

Q. How can I find out if my student employment position will continue following the transition to remote learning?
A. Please reach out to your supervisor. If you have questions or would like help preparing for your conversation with your supervisor, please reach out to Career Advancement at collegehandshakeposting@uchicago.edu.

Q. I've already received my research stipend. Where can I find more information about next steps following the transition to remote learning?
A. Students with research stipends may continue their research remotely, or students will have the opportunity to transfer their research to the Fall.

Q. How can I find employment opportunities or fulfill my employment remotely?
A. Remote employment opportunities can be found on Handshake and through the Micro-Metcalf Program. If you were planning on working on-campus during Spring Quarter, we recommend that you communicate with your supervisor about what projects you may be able to assist with from a remote location.

Q. What happens if I am unable to continue my student employment position remotely?
A. Students who are unable to work remotely will receive a payment equivalent to six weeks wages. Keep in touch with your supervisor for updates.