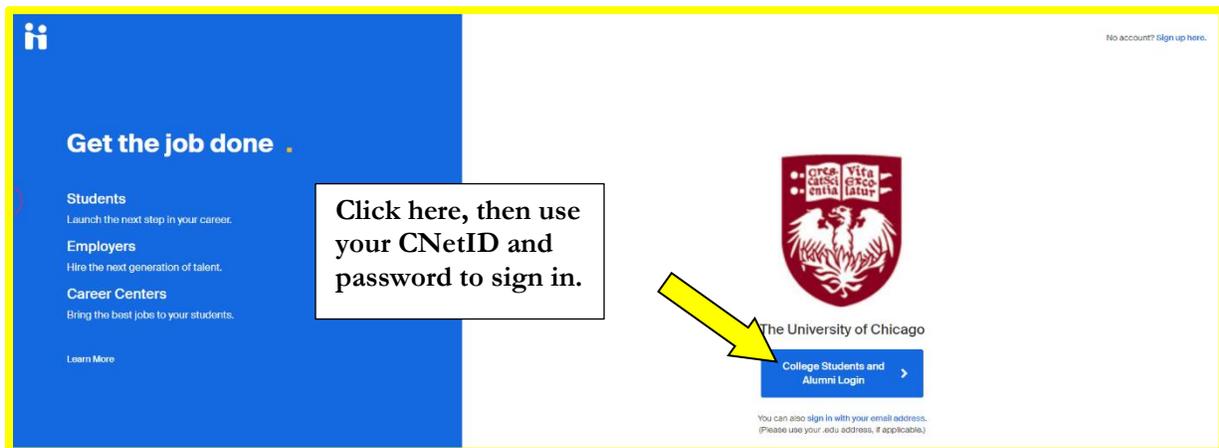


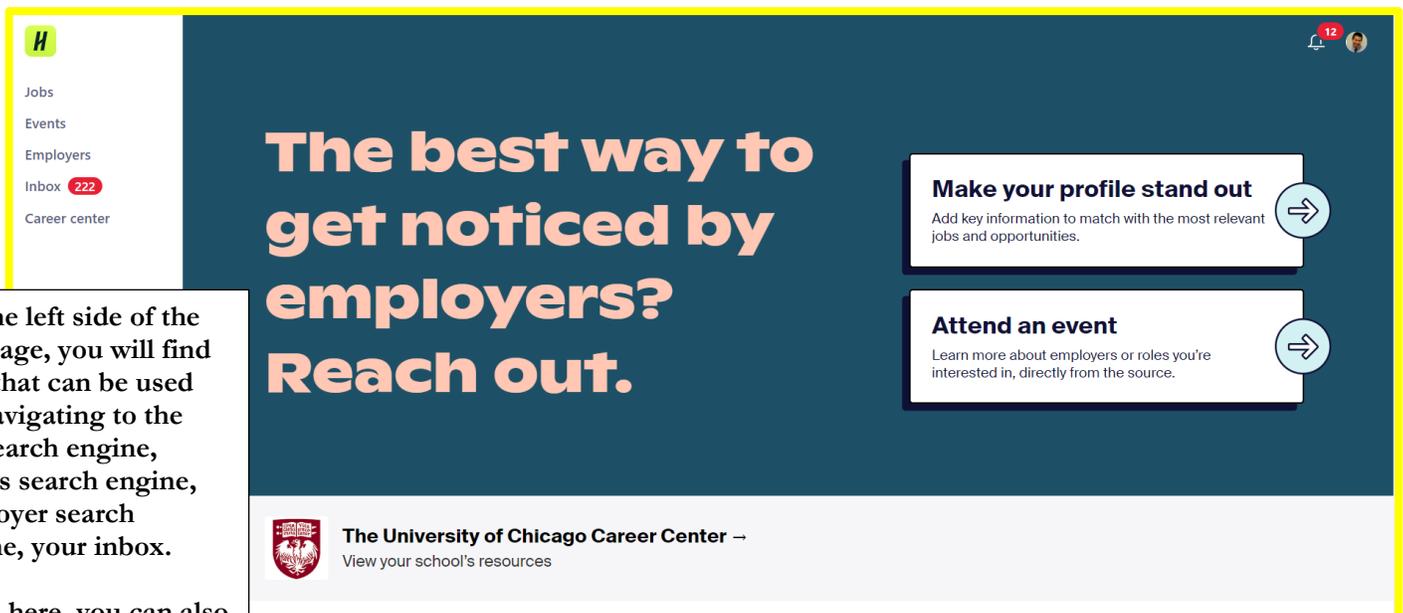
Using Handshake

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

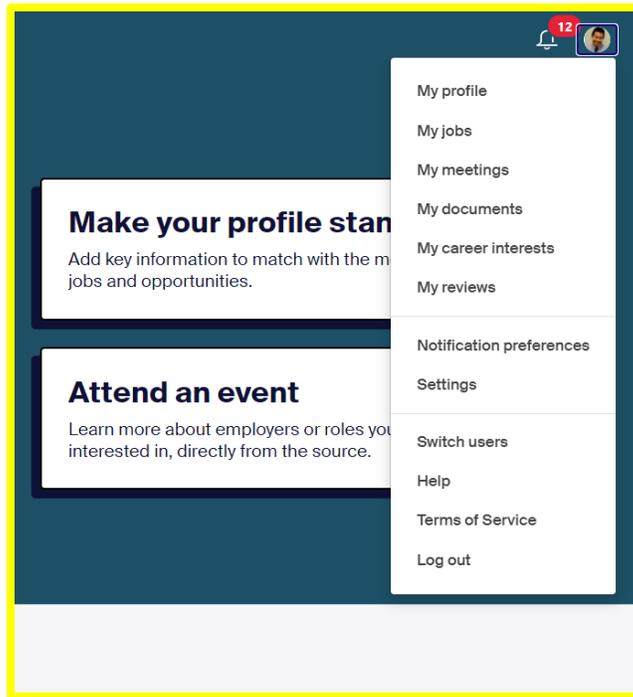


This is the Handshake homepage!

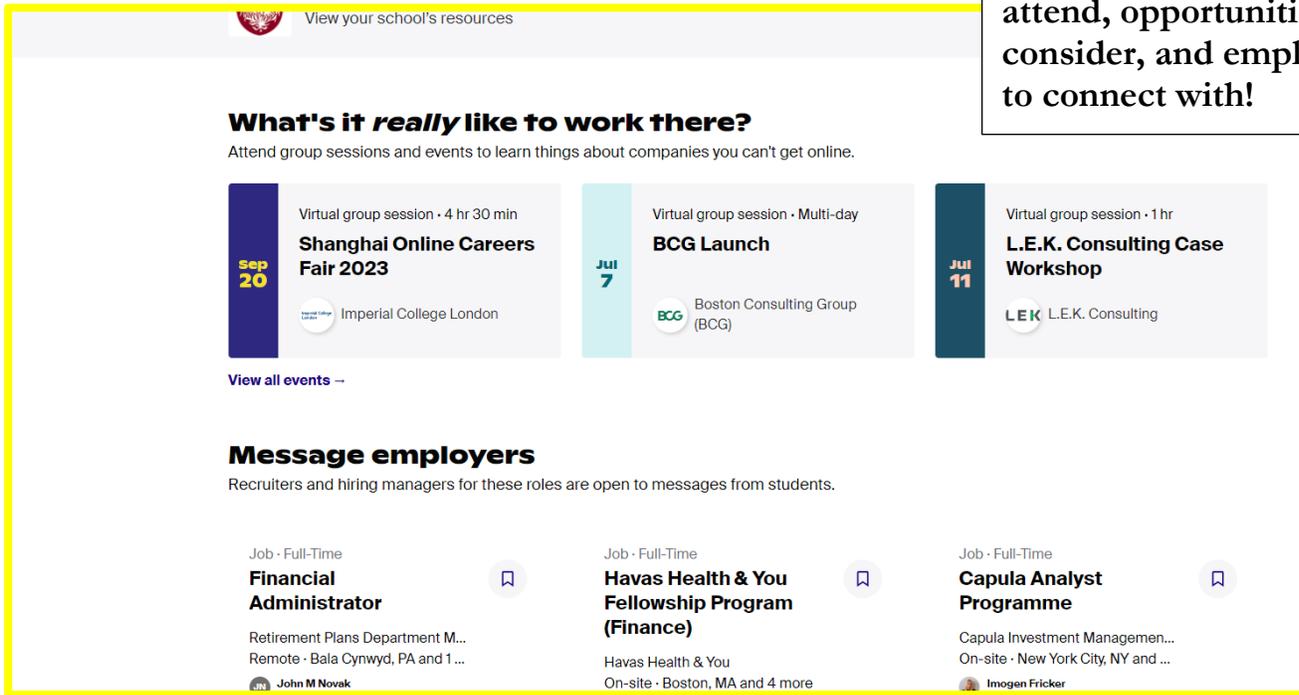


On the left side of the webpage, you will find tabs that can be used for navigating to the job search engine, events search engine, employer search engine, your inbox.

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



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!



Jobs

Events

Employers

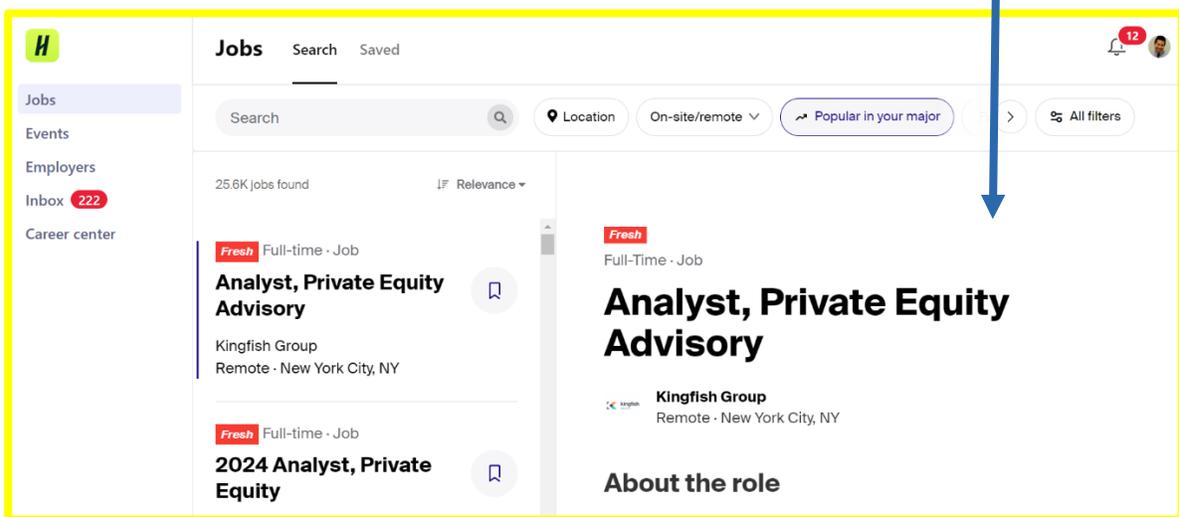
Inbox 222

Career center

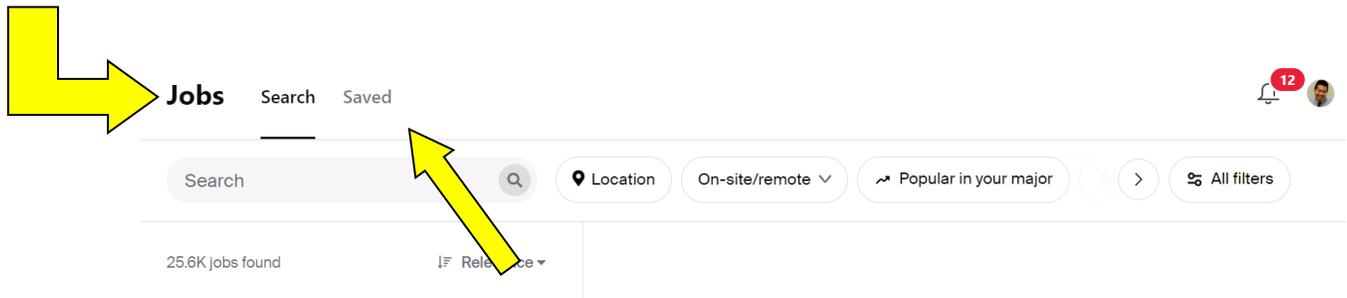
Let's have a closer look at the navigation tools!

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!

Click "Jobs" to see this screen

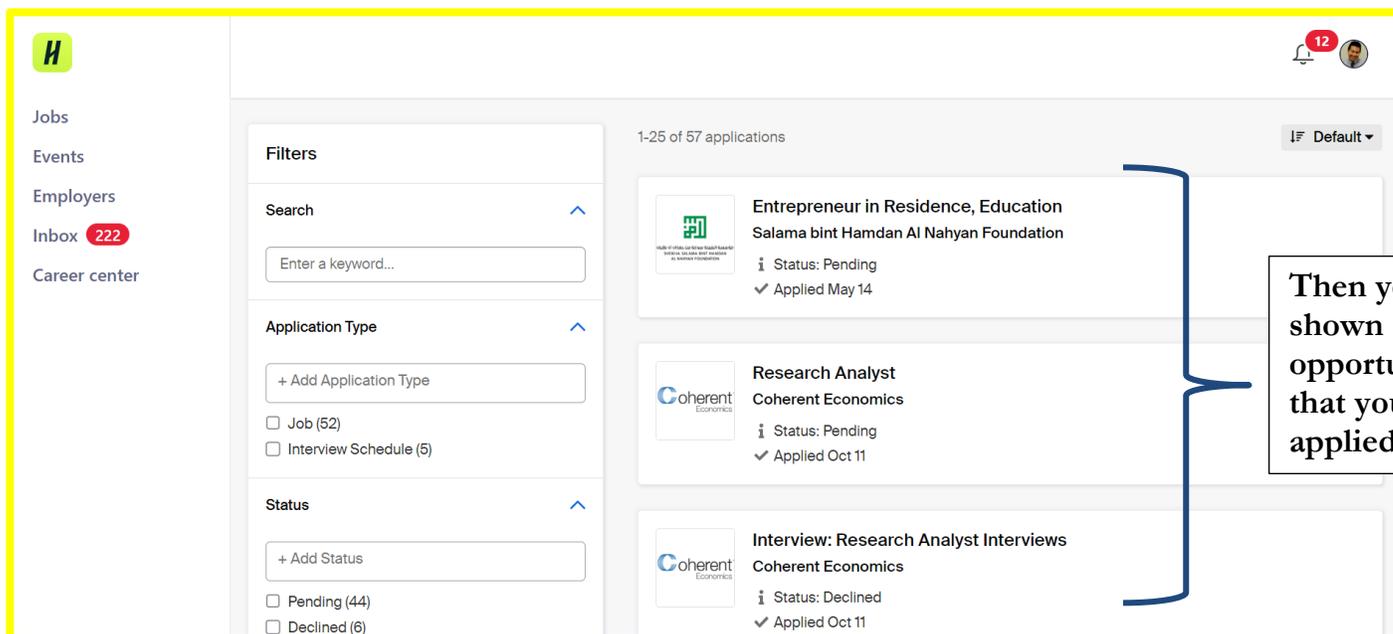
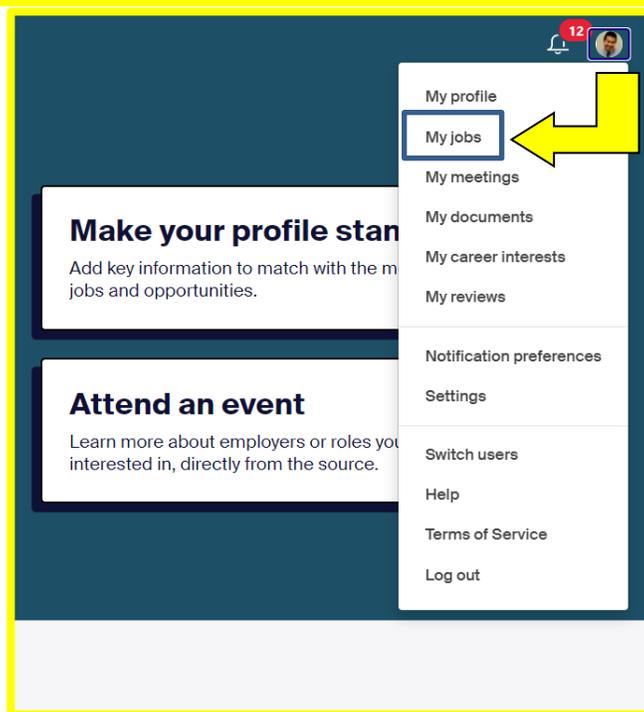


Press the "Job" tab to search and filter all the available jobs on Handshake.



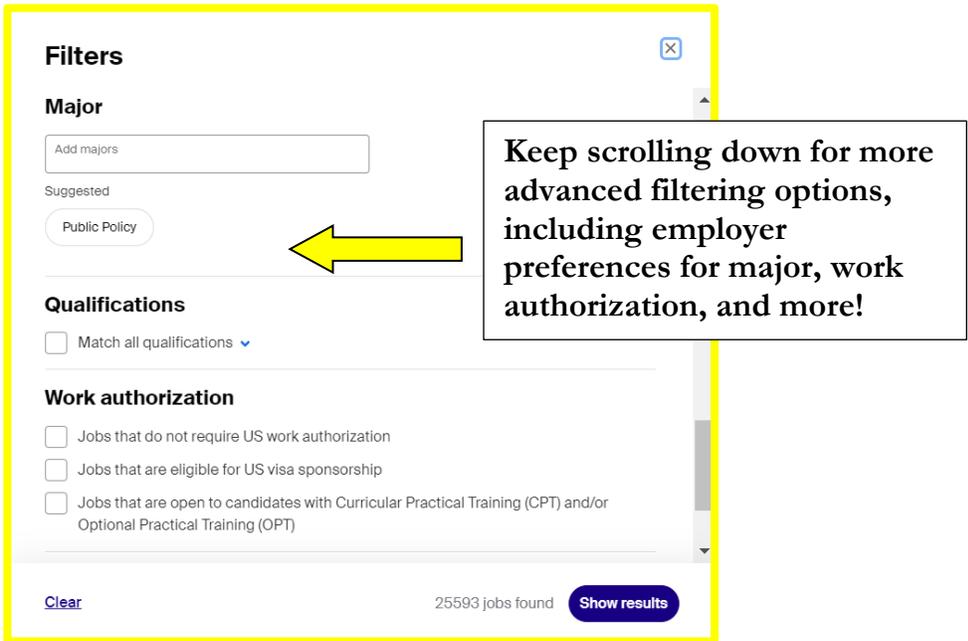
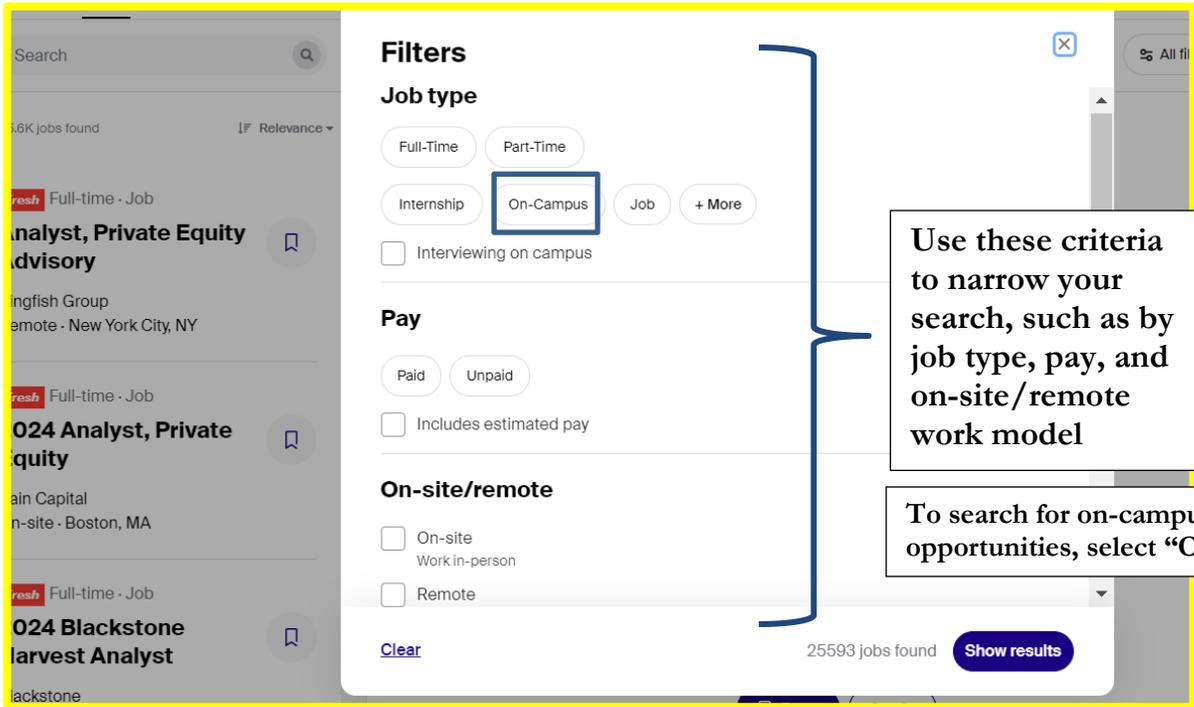
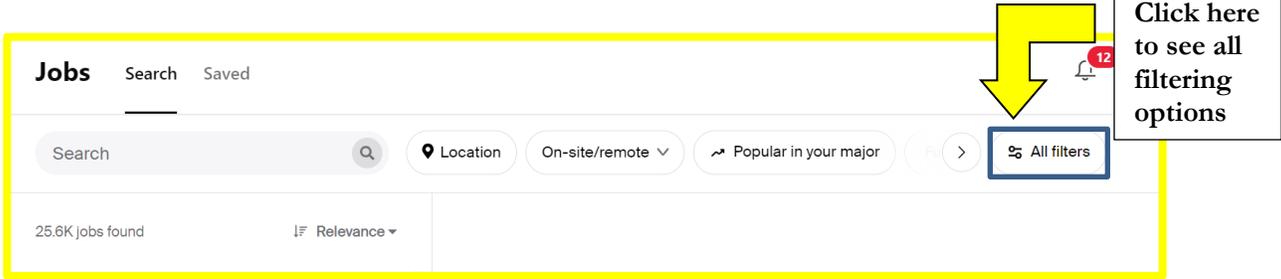
Press "Saved" to view and apply to jobs you'd like to keep an eye out for on Handshake.

Let's check on applications you've submitted!

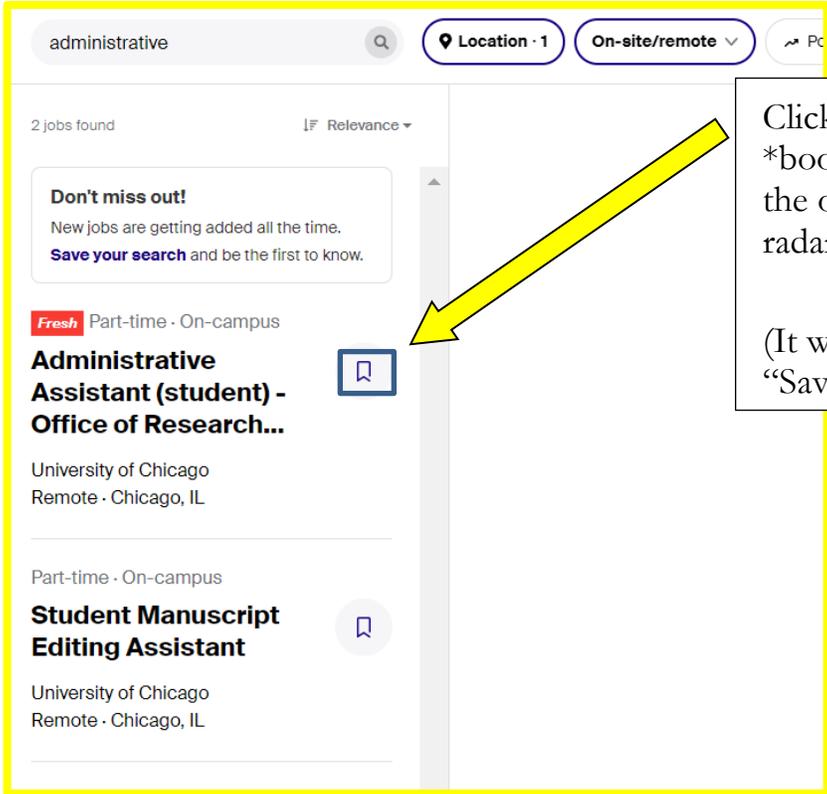


Note: Some employers utilize Handshake for keeping track of applications, as well as for informing candidates about their application status. Other employers do not use Handshake for these purposes, and you may want to reach out to them directly if you are curious about application you submitted to them.

Filters

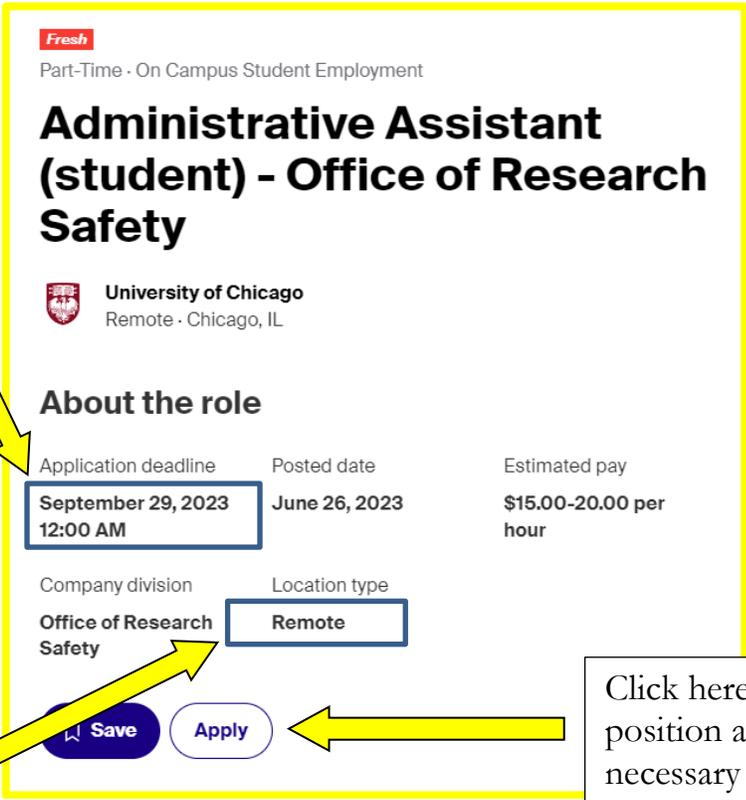


Some more tips below!



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

[View full description](#)

You match some of University of Chicago's candidate preferences

Employers are more likely to interview you if you match these preferences:

- ✓ GPA
- ✓ Majors

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

You match some of University of Chicago's candidate preferences

Employers are more likely to interview you if you match these preferences:

- ✓ GPA
- ✓ Majors
- ✗ School Year

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

About University of Chicago

[Follow](#)

Employees	Industry	Headquarters
10,000 - 25,000	Higher Education	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.

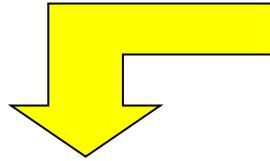
For open positions at the University of Chicago, please review UChicago Jobs:

[View full description](#)

Scroll further down to see information about the employer.

If you scroll even further down, you will find a link that you can use to visit the employer's Handshake profile.

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.



Jobs Search Saved

administrative

2 jobs found

Don't miss out!
New jobs are getting added all the time.
Save your search and be the first to know.

Fresh Part-time · On-campus

Administrative Assistant (student) - Office of Research

University of Chicago
Remote · Chicago

Apply to University of Chicago

Details from University of Chicago:
Applying for Administrative Assistant (student) - Office of Research Safety requires a few documents. Attach them below and get one step closer to your next job!

1. Attach your resume

Search your resumes or **Upload New**

Recently Added

- Ken Leng_Resume_2.13.2023
- Ken Leng_Resume_12.9.2021
- Leng_Ken_Resume.pdf

2. Attach your cover letter

Search your cover letters or **Upload New**

Recently Added

- Ken Leng_Cover Letter (PHIMC).docx
- Cover letter - Ken Leng_ChangingThePresent.pdf

3. Attach other required documents

Instructions from employer: Course schedule

Search your other documents or **Upload New**

Submit Application

Save Apply

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

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

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.

When you are ready to apply, select “Submit Application”

Federal Work-Study

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!