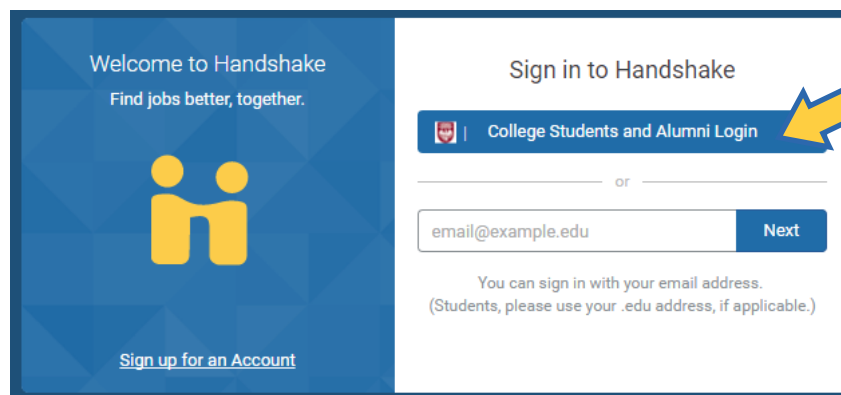


Using Handshake

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.

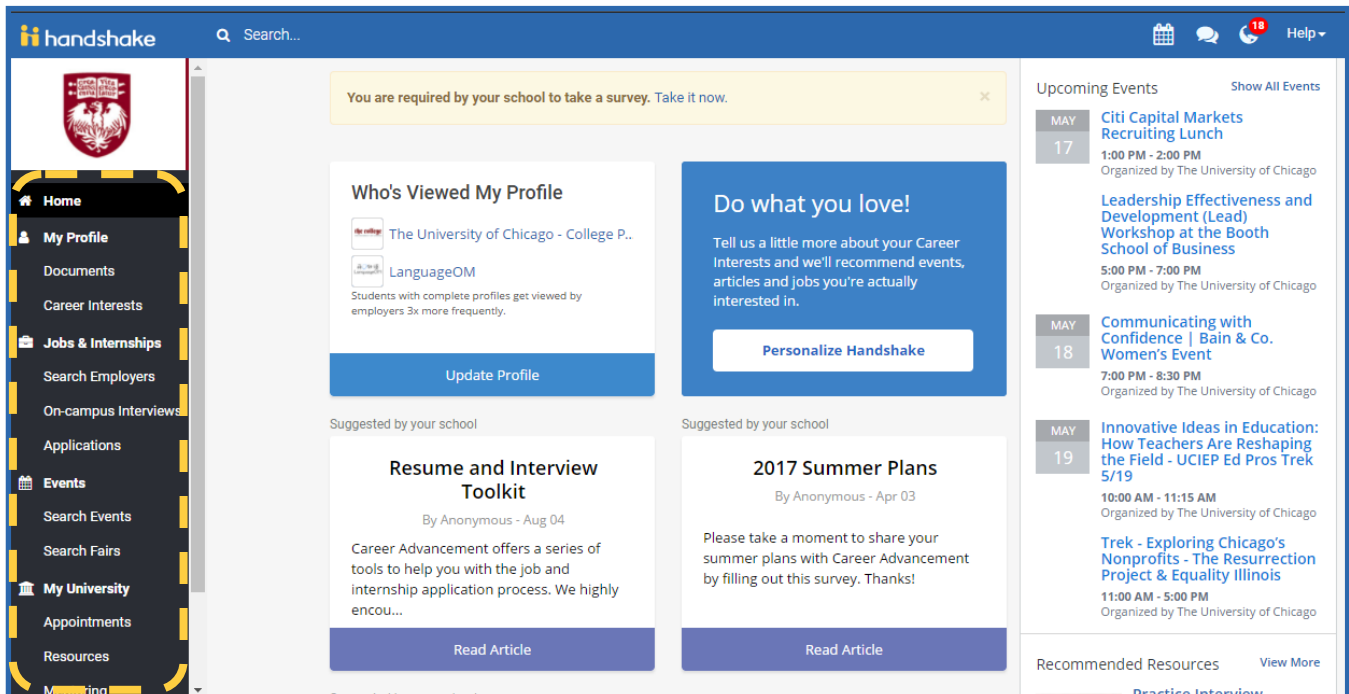
Log in at uchicago.joinhandshake.com



The image shows the Handshake login page. On the left, a blue sidebar contains the text 'Welcome to Handshake' and 'Find jobs better, together.' below a yellow icon of two people. At the bottom of the sidebar is a link 'Sign up for an Account'. On the right, a white box titled 'Sign in to Handshake' contains a blue button labeled 'College Students and Alumni Login'. Below this is a text input field with 'email@example.edu' and a blue 'Next' button. A yellow arrow points from the 'College Students and Alumni Login' button to a text box on the right.


Click here, then use your CNET and password to sign in.


This is the Handshake homepage! Your notifications, messages, and upcoming events are in the right hand corner. The larger tiles advertise events and positions that may be of interest to you, based on your previous RSVPs and applications. The left hand tool bar is how you navigate around the site.



The image is a screenshot of the Handshake homepage. At the top is a blue header with the 'handshake' logo, a search bar, and icons for notifications, messages, and a help menu. A yellow banner at the top center says 'You are required by your school to take a survey. Take it now.' The left sidebar is a dark blue navigation menu with yellow highlights for 'Home', 'My Profile', 'Jobs & Internships', 'Events', and 'My University'. The main content area features several tiles: 'Who's Viewed My Profile' showing 'The University of Chicago - College P..' and 'LanguageOM'; 'Do what you love!' with a 'Personalize Handshake' button; 'Resume and Interview Toolkit' by Anonymous - Aug 04; and '2017 Summer Plans' by Anonymous - Apr 03. The right sidebar contains 'Upcoming Events' for May 17, 18, and 19, and 'Recommended Resources' with a 'View More' link.




 Home

 My Profile

Documents

Career Interests

 **Jobs & Internships**

Search Employers

On-campus Interviews

Applications

 Events

Search Events

Search Fairs

 My University

Appointments

Resources

Mentoring

Experiences

Surveys

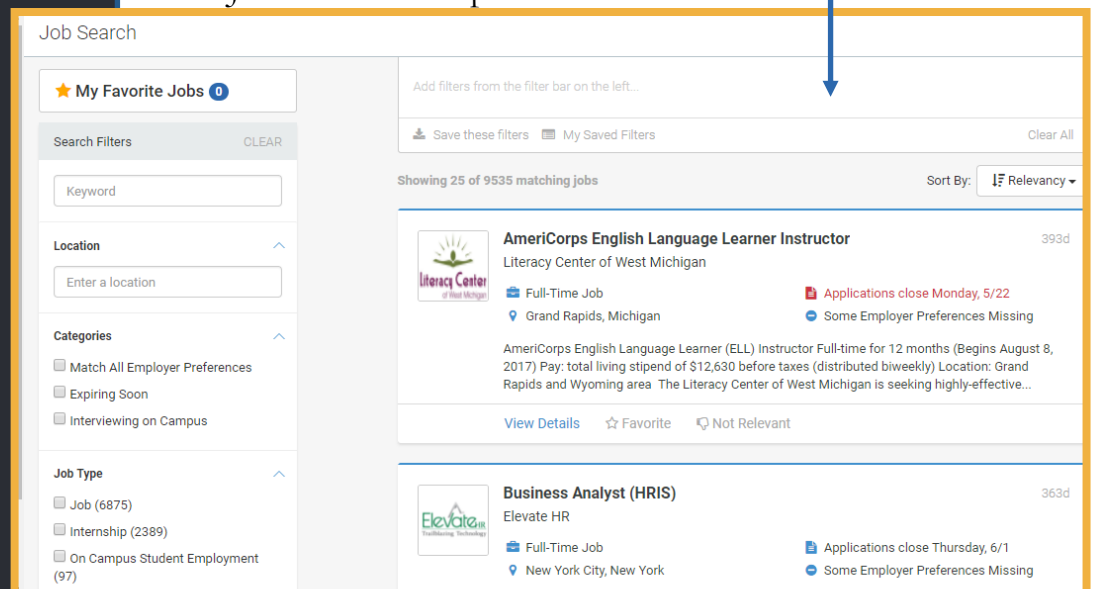
Journal

Let's have a closer look at the navigation tool bar.

Employers will view your profile, so it's important to update it regularly. Click on the button "View as Employer" to see what they see!

The "Jobs" pages lists all positions open to University undergrads, including summer jobs and internships, academic year jobs, and post-graduate positions

Click "Jobs & Internships" to see this screen



The screenshot shows the 'Job Search' interface. On the left is a sidebar with search filters: Keyword, Location, Categories (Match All Employer Preferences, Expiring Soon, Interviewing on Campus), and Job Type (Job, Internship, On Campus Student Employment). The main area displays a list of jobs. The first job is 'AmeriCorps English Language Learner Instructor' at the Literacy Center of West Michigan, a full-time job in Grand Rapids, Michigan, with applications closing on Monday, 5/22. The second job is 'Business Analyst (HRIS)' at Elevate HR, a full-time job in New York City, New York, with applications closing on Thursday, 6/1. Both jobs have a 'View Details' link and a 'Favorite' button.

Job Search

★ My Favorite Jobs ⓘ

Search Filters CLEAR

Keyword

Location

Categories

- ☐ Match All Employer Preferences
- ☐ Expiring Soon
- ☐ Interviewing on Campus

Job Type

- ☐ Job
- ☐ Internship
- ☒ On Campus Student Employment (98)
- ☐ Volunteer

[View all](#)

Employment Type

- ☐ Part-time (90)
- ☐ Full-time (3)

[View all](#)

Salary Type

Employer Industry

Job Function

Major

School Year

Graduation Date

[Show Advanced Options](#)

This button on the top right corner of your screen helps organize positions listed.

Sort By: Relevancy ▼

- Relevancy
- Job Name
- Expiration Date
- Date Posted
- Job Type
- Employment Type
- Employer Name

Click here to view **ONLY** on-campus positions

Use these criteria to narrow your search, such as by work hours, industry, or employer..

Click on a job's title to see more details!

Student Support Associate 36d

Student Employment - University of Chicago Career Advancement

Part-Time On Campus Student Employee... Applications close Saturday, 7/15

Chicago, Illinois All Employer Preferences Match

The Student Support Associate is an opportunity to work with the student support team within Information Technology Services. You will be responsible for driving the University IT department fleet of vehicles used to get technicians and engineers to campus locations as well as some...

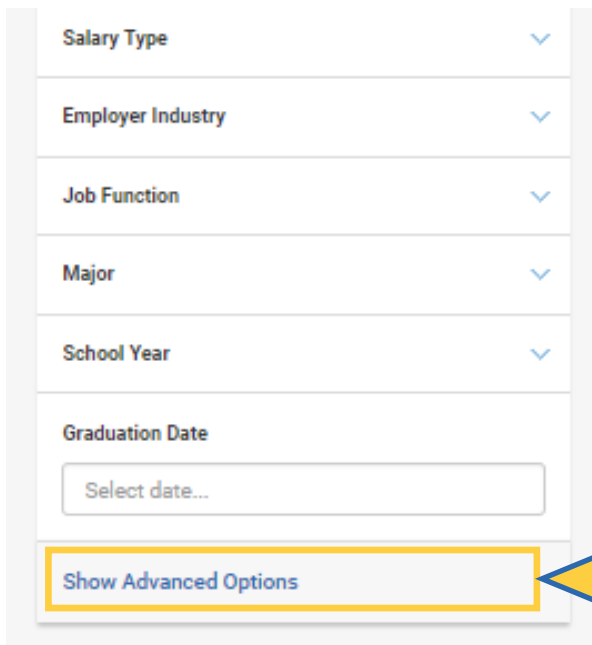
[View Details](#) ☆ Favorite ⚡ Not Relevant

Student Exhibits Assistant 25d

Student Employment - University of Chicago Career Advancement

Federal Work-Study

If you are Federal Work-Study eligible, you can also filter out FWS-only opportunities

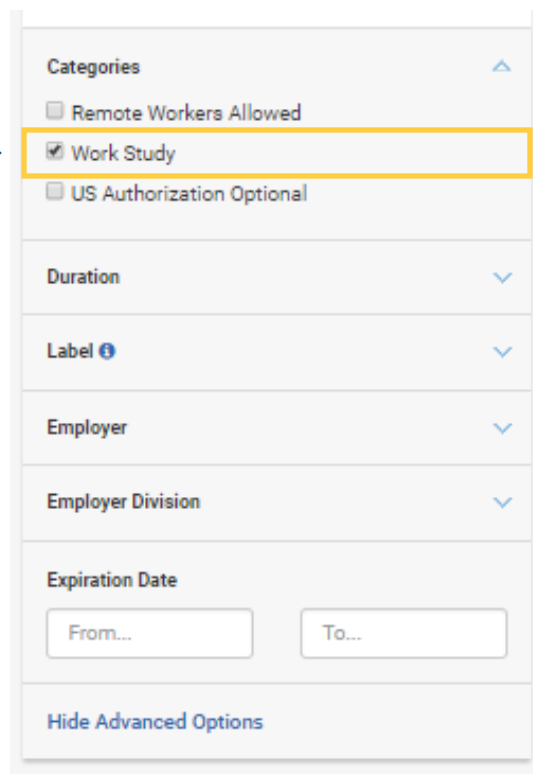


A vertical sidebar containing several filter categories: Salary Type, Employer Industry, Job Function, Major, School Year, and Graduation Date. The Graduation Date field has a text input with the placeholder 'Select date...'. At the bottom of the sidebar is a button labeled 'Show Advanced Options', which is highlighted with a yellow border. A yellow arrow points from this button towards the right.

Navigate to the bottom of the *Filters* sidebar

Click 'Show Advanced Options'

Select 'Work-Study' under Categories



The 'Advanced Options' section of the filters sidebar. It features a 'Categories' section with three checkboxes: 'Remote Workers Allowed' (unchecked), 'Work Study' (checked and highlighted with a yellow border), and 'US Authorization Optional' (unchecked). Below this are sections for 'Duration', 'Label' (with an information icon), 'Employer', and 'Employer Division', each with a dropdown arrow. At the bottom is an 'Expiration Date' section with 'From...' and 'To...' input fields, and a 'Hide Advanced Options' button.

Use a job's "Favorite" button to keep track of it!

Student Support Associate
Student Employment - University of Chicago Career Advancement

1155 E 60th St, Chicago, Illinois 60637, United State Seasonal Part-Time On Campus Student Employment \$12.00 per hour

Other Education

Application closes on July 15th at 11:59 pm

[☆ Favorite](#) [Apply Now](#)

Job Description

The Student Support Associate is an opportunity to work with the student support team within Information Technology Services. You will be responsible for driving the University IT department fleet of vehicles used to get technicians and engineers to campus locations as well as some administrative work acting as the dispatch unit for the fleet of vehicles and assisting staff.

The student operator must be comfortable using computers and have basic knowledge of Microsoft Office, especially Word and Excel. Familiarity with file sharing programs like Google Drive or Box is also desired. Must have a valid driver's license. Technical skills are not required.

We're located on the 3rd floor at 1155 E. 60th at the Harris School and we are looking to fill hours between 7am and 5pm (Subject to change) M-F. Punctuality, dependability, communication skills,

[See More](#)

Employer Preferences

You match all of Student Employment University of Chicago Career Advancement's preferences

- ✓ Majors
- ✓ GPA
- ✓ School Year
- ✓ Work Authorization

See employer info here!

Click here to apply to a position and upload necessary documents!

between 7am and 5pm (Subject to change) M-F. Punctuality, dependability, communication skills, good driving skills are what we're looking for. Pay rate: \$12/hr. Hours: 7am-5pm M-F

For all inquiries, please apply on Handshake or contact Marc Vincent at mvin@uchicago.edu

[See Less](#)

About Student Employment - University of Chicago Career Advancement

Headquarters The University of Chicago, 1212 E 59th St, Chicago, IL 60637, USA Website careeradvancement.uchicago.edu

A University of Chicago education cultivates intellectual independence that empowers individuals to excel in any pursuit. UChicago Career Advancement empowers students and alumni to translate their academic foundation—regardless of major or background—into professional success, providing industry-specific training, global networking connections, and opportunities to put ingenuity into practice. The successful pursuit of a job or advanced degree begins with preparation. With a variety of services and programs, Career Advancement strives to equip students and alumni with the knowledge and tools they need to thoroughly prepare for today's competitive job market. Career Advancement aims to provide University of Chicago students and alumni with experiential learning opportunities in a variety of fields. We promote University of Chicago talent to a wide range of employers and institutions in order to expand the network of jobs, internships, and other opportunities available to them. We maintain a dynamic global network of students, alumni, friends, and employers to foster connections that are beneficial to all involved. Our goal at Career Advancement is to help University of Chicago students and alumni achieve their goals.

[See Less](#)

Contact Information

Marc Vincent
mvin@uchicago.edu

Recommended Jobs

- High School History Teacher**
Paradise Schools
12775 N 175th Ave, Surprise, AZ 8...
- Account Executive - Digital...**
Yelp
4 locations
- Business Development - Be...**
FUR
319 Lafayette St, Manhattan, New...

Share Job

[Facebook](#) [Twitter](#) [LinkedIn](#) [Email](#)

Keep an eye on the deadline!

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

Contact this person with any questions you have about the job. Don't forget to share the posting with your friends, too!

Use this function if you wish to submit a document you have already uploaded to Handshake.

Apply

Choose from existing documents

After applying, **University of Chicago - Pritzker School of Medicine** will review your application. Your application is attached to your profile, so make sure your profile is up-to-date. You will be notified when a decision has been made.

Document...

If you do not see your document in the list above it is probably because you haven't [approved the pdf version of it yet](#) or it had a PDF conversion error.

The following documents are required: **Resume, Cover Letter**

The following additional instructions were provided by the job poster:

Private Notes: 2-73111

Upload a document

Haven't uploaded a document yet? Do it quickly right now, which you can change at your full featured [document library](#) at any time.

Document type

Resume

File

Choose File

Files uploaded here must be a PDF. To upload other document types please use [your document library](#).

Upload

Apply

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

Note any additional instructions; employers sometimes require you to apply through an external website.

Choose the document type, select a file from your computer, and click the "Upload" button.

Apply when you are ready!