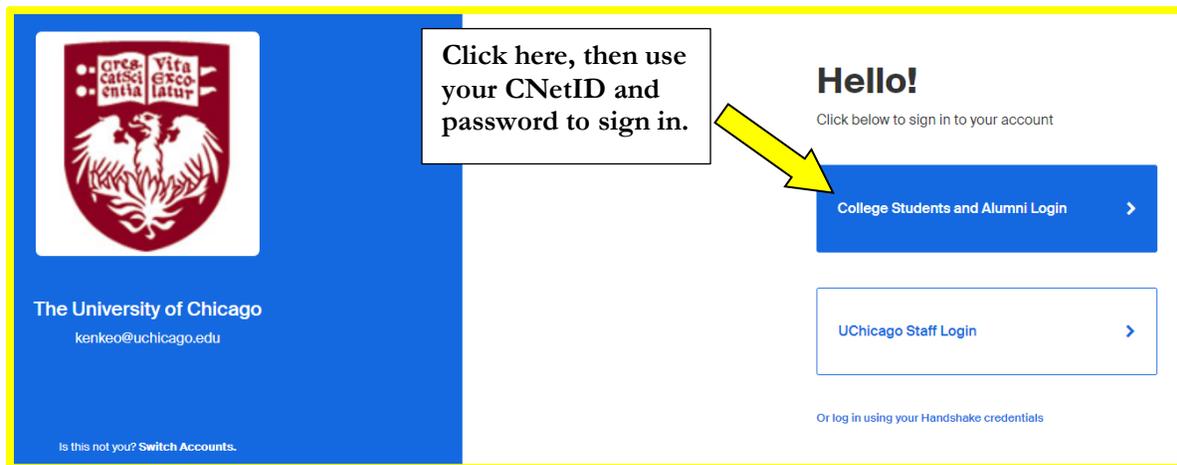


Using Handshake

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!

To the slight left of the center-top of the page, you will find tabs that can be used for navigating to the job search engine, events search engine, a Q&A forum, and student search engine.

Your messages, career resource center, and notifications are in the right-hand corner.

The larger tiles serve as shortcuts for browsing through different types of opportunities. Below the tiles are suggestions for opportunities to learn about from Handshake, which bases its judgment on your previous RSVPs and applications.

What can we help you find today?

- Jobs** -- Find Internships and full-time jobs
- Employers** -- Discover the right company for you
- Community** -- Learn from alumni and students
- Career paths** -- Explore roles and average salaries
- Events** -- Register for events and career fairs
- Career center** -- Connect with the experts

New Jobs Recommended for You
Jobs you might be interested in based on your views and applications

- Internship • Part-Time • Unpaid
Internship for Literary Agency/Book Publishing - Literary...
Harvey Klinger, Inc.
- Internship • Full-Time • Unpaid
Digital Marketing Intern- Unpaid
Blackmore Partners
Remote • Chicago, IL
- Internship • Full-Time • Unpaid
Private Equity Business Development Internship (Unpaid) Full time
Blackmore Partners



Search

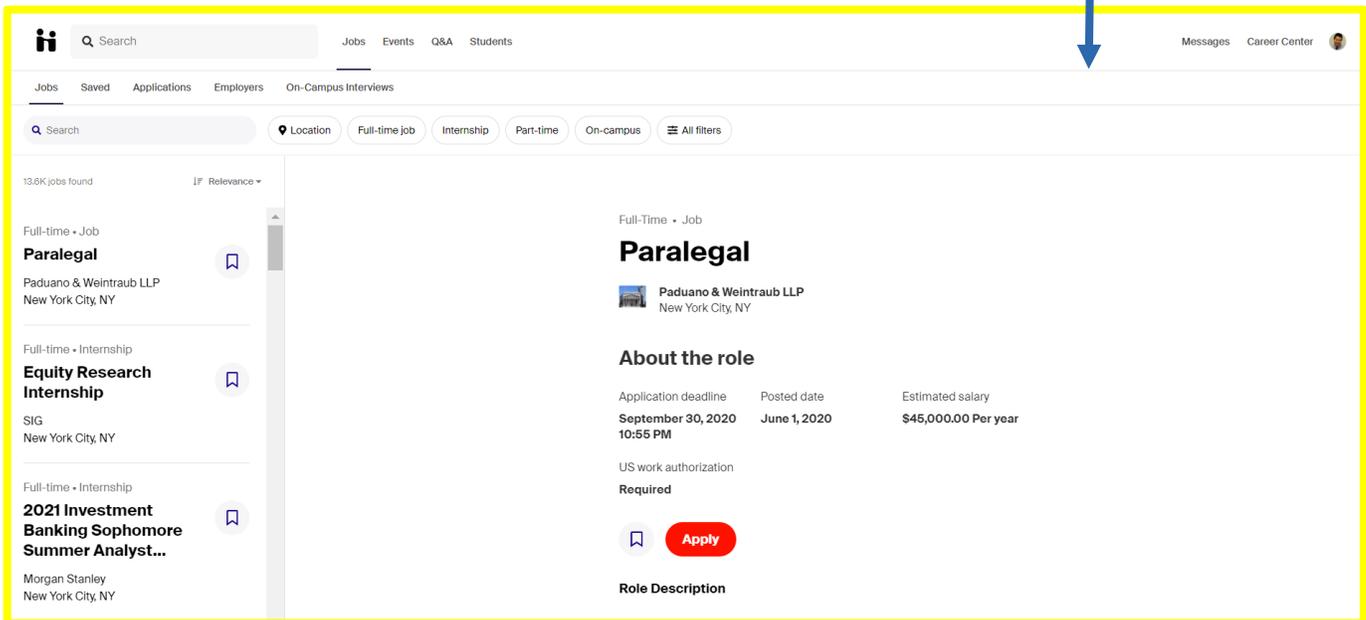
Jobs Events Q&A Students

Messages Career Center

Let's have a closer look at the navigation tool bars!

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

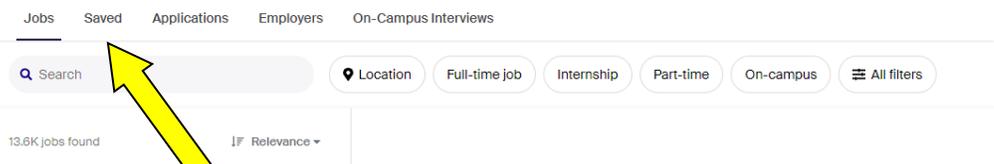
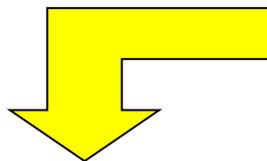
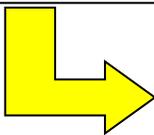
Click "Jobs" to see this screen



Let's have a closer look at the tool bar in the left-hand corner!

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

Press the "Applications" tab to see all the jobs you've applied for and the status of your applications.



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

Filters

Jobs Saved Applications Employers On-Campus Interviews

Search Location Full-time job Internship Part-time On-campus All filters

13.6K jobs found Relevance

Click here to see all filtering options

Click here to view ONLY on-campus positions

This block shows the top navigation bar of a job search interface. It includes tabs for 'Jobs', 'Saved', 'Applications', 'Employers', and 'On-Campus Interviews'. Below the tabs is a search bar and several filter buttons: 'Location', 'Full-time job', 'Internship', 'Part-time', and 'On-campus'. A blue box highlights the 'All filters' button, with a callout box pointing to it that says 'Click here to see all filtering options'. Another callout box points to the 'On-campus' button, saying 'Click here to view ONLY on-campus positions'. The search results section shows '13.6K jobs found' and a 'Relevance' sort dropdown.

Filters

Job type

Full-Time Part-Time

Internship On-Campus Job + More

Paid roles only

Work study

Interviewing on campus

Employer preferences

Match all employer preferences

Work authorization

Will sponsor or doesn't require US work visa

Accepts OPT/CPT

Clear 13587 jobs found Show results

This block shows a 'Filters' panel with a close button. It is divided into sections: 'Job type' with buttons for 'Full-Time', 'Part-Time', 'Internship', 'On-Campus', 'Job', and '+ More'; 'Employer preferences' with a checkbox for 'Match all employer preferences'; and 'Work authorization' with checkboxes for 'Will sponsor or doesn't require US work visa' and 'Accepts OPT/CPT'. At the bottom, there is a 'Clear' link, the text '13587 jobs found', and a 'Show results' button.

Use these criteria to narrow your search, such as by job type and work authorization requirements

Filters

Work authorization

Will sponsor or doesn't require US work visa

Accepts OPT/CPT

Industry

Add industries

Suggested

K-12 Education Internet & Software Non-Profit - Other Healthcare

Job function

Add job functions

Suggested

Clear 13587 jobs found Show results

This block shows the same 'Filters' panel, but scrolled down to show 'Industry' and 'Job function' sections. The 'Industry' section has a dropdown menu 'Add industries' and a 'Suggested' row with buttons for 'K-12 Education', 'Internet & Software', 'Non-Profit - Other', and 'Healthcare'. The 'Job function' section has a dropdown menu 'Add job functions' and a 'Suggested' row. The bottom of the panel shows 'Clear', '13587 jobs found', and 'Show results'.

Keep scrolling down for more advanced filtering options, including industry, job function, and more!

Federal Work-Study

If you are Federal Work-Study eligible, there's an easy way to find Federal Work-Study Jobs on Handshake! (Not sure if you're Federal Work-Study? Visit the [Student Employment website](#) for more information!)

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

The screenshot shows the Handshake job search interface. At the top, there are navigation tabs: Jobs, Saved, Applications, Employers, and On-Campus Interviews. Below these is a search bar with a magnifying glass icon and the text 'Search'. To the right of the search bar are several filter buttons: Location, Full-time job, Internship, Part-time, On-campus, and All filters. The 'All filters' button is highlighted with a blue box and an arrow pointing to it from a callout box that says 'Step 1: Click 'All filters' to get an expanded drop-down menu'. Below the search bar, it says '13.6K jobs found' and 'Relevance' with a dropdown arrow. The main content area is a 'Filters' modal window. It has a title 'Filters' and a close button (X). Under 'Job type', there are buttons for Full-Time, Part-Time, Internship, On-Campus, Job, and + More. Under 'Paid roles only', there are three checkboxes: 'Paid roles only', 'Work study', and 'Interviewing on campus'. The 'Work study' checkbox is highlighted with a blue box and an arrow pointing to it from a callout box that says 'Step 2: Select 'Work study''. Under 'Employer preferences', there is a checkbox for 'Match all employer preferences'. Under 'Work authorization', there are two checkboxes: 'Will sponsor or doesn't require US work visa' and 'Accepts OPT/CPT'. At the bottom of the modal, there is a 'Clear' link, the text '13587 jobs found', and a 'Show results' button. A callout box at the bottom says 'Step 3: Select 'Show results'' with an arrow pointing to the 'Show results' button.

Click here on this *bookmark* icon to keep the opportunity on your radar!

(It will appear under your "Saved" tab.)

12 jobs found

Full-time • Job

Director of Operations

Qore Performance, Inc.
Sterling, VA

Outreach & design coordinator

Foldscope Instruments
Remote • Palo Alto, CA

Part-time • Internship • Unpaid

Fall flower farming intern

Cornelia McNamara Flowers &...
Chicago, IL

Outreach & design coordinator

Foldscope Instruments
Palo Alto, CA

About the role

Application deadline	Posted date	Remote
September 13, 2020 1:00 AM	August 20, 2020	Remote workers allowed

US work authorization
Not required

[Quick Apply](#)

About the role

Application deadline

September 13, 2020 1:00 AM

Posted date

August 20, 2020

Remote

Remote workers allowed

US work authorization

Not required



[Quick Apply](#)

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

Role Description

We are looking for someone enthusiastic about our product and mission to create and execute marketing campaigns and lead content creation on our social media channels including Facebook, Instagram, YouTube, and TikTok. A key responsibility will be continuing our Foldscope at Home video series, which focuses on helping people skilled at using Foldscope, finding interesting samples to image, and filming and editing videos for a variety of platforms.

As Foldscope is a very small company, the exact title for this role will depend on the skills and interests of the new employee and the responsibilities we assign to you. An ideal candidate would be someone who not only manages our current social media accounts, but also comes up with new ideas for outreach and connecting with customers. Once you are experienced with using our product yourself, you will help run online workshops or webinars, as well as in-person workshops (once the pandemic subsides). Candidates with engineering background and/or product design experience will also have the opportunity to aid in the development and prototyping of new products. Post-pandemic, there will likely be opportunities for domestic and international travel.

Need to-haves:

[View full description](#)

Click here to view the full description of the opportunity

Keep an eye on the deadline!

opportunity to aid in the development and prototyping of new products. Post-pandemic, there will likely be opportunities for domestic and international travel.

Need-to-haves:

- Excitement about the product & mission
- Experience using social media
- Eager to learn new things quickly
- Eye for aesthetics
- Creativity
- Adaptability
- Independent work ethic

Nice-to-haves:

- Experience running social media campaigns
- Experience filming & editing videos with software like Adobe Premiere
- Graphic design experience
- Product design experience
- Experience using Foldscope
- Desire to expand this role beyond social media

We are hoping to hire as soon as possible, and need someone who can begin by mid-September at the latest. We are looking for a full-time employee but are open to discussing part-time work. Just in case you hadn't assumed so already, this job will be remote for the time being. Competitive salary. Email leanor@foldscope.com and jim@foldscope.com to express your interest; please attach your resume and any portfolio or relevant work you might have (no worries if you don't). We look forward to hearing from you!

You match all of Foldscope Instruments's candidate preferences

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

- ✓ GPA
- ✓ School Year
- ✓ Majors

Scroll down to see more information about the opportunity, including requirements/qualifications and preferences



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

You match all of Foldscope Instruments's candidate preferences

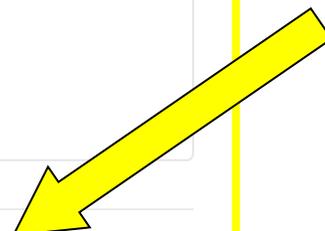
Employers are more likely to interview you if you match these preferences:

- ✓ GPA
- ✓ School Year
- ✓ Majors

Employer does not require work authorization.

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.



About Foldscope Instruments

Follow

Employees	Industry	Headquarters
1 - 10	Design	Palo Alto, CA

Foldscope Instruments began as a PhD project in the Prakash Lab at Stanford and is now a small, growing startup with the mission to make science more accessible by creating low-cost research tools for people around the world. Our current main product is Foldscope, a microscope that has comparable optical abilities to a standard lab microscope, but is more durable and portable -- and is sold for as low as \$1.75 per unit. We have distributed over 1 million Foldscoptes in over 150 countries and are seeking to further expand

[View full description](#)

Pressing “Apply” on the posting will result in the following prompt. You will be prompted to upload application materials—which may include a resume, cover letter, unofficial transcript, and/or more.

The screenshot shows a modal window titled "Apply to Space Haus" with a close button (X) in the top right. Below the title, it says "Details from Space Haus:" followed by the text "Applying for Graphic Design/Art Director Intern requires a resume. Attach it below and get one step closer to your next job!". Under the heading "1. Attach your resume", there is a search box labeled "Search your resumes" and a blue button labeled "Upload New". Below this, a section titled "Recently Added" shows two document thumbnails: "Leng_Ken_Resumé.docx" and "Ken Lor Leng - Curriculum Vitae.docx". At the bottom right of the modal is a green button labeled "Submit Application". Yellow arrows point from the text boxes to the "Upload New" button, the "Submit Application" button, and the document thumbnails.

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

Apply when you are ready!

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

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!