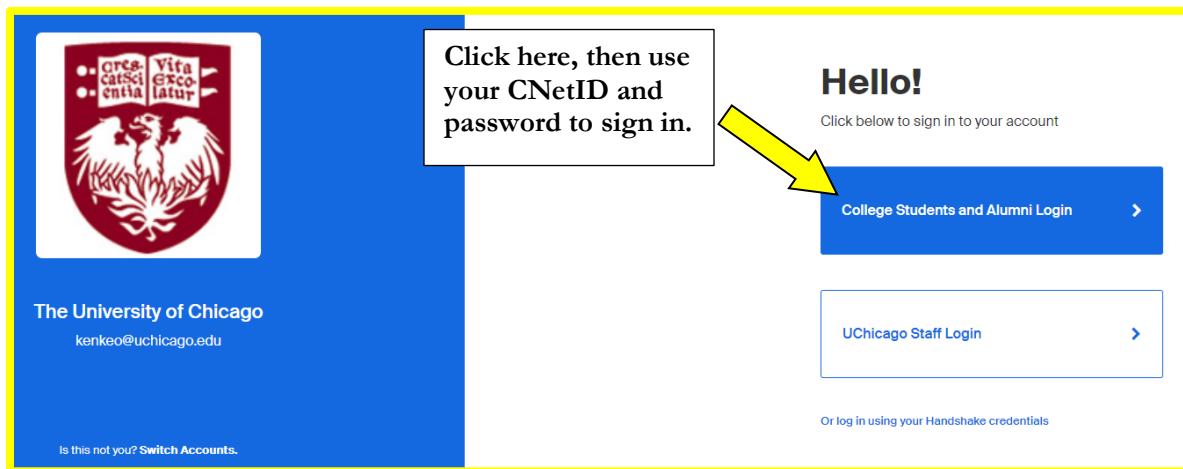# Using Handshake

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 University of Chicago
kenkeo@uchicago.edu

Is this not you? **Switch Accounts.**

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

Hello!

Click below to sign in to your account

College Students and Alumni Login ›

UChicago Staff Login ›

Or log in using your Handshake credentials

This is the Handshake homepage!

Jobs   Events   Q&A   Students   Messages   Career Center

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

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.

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
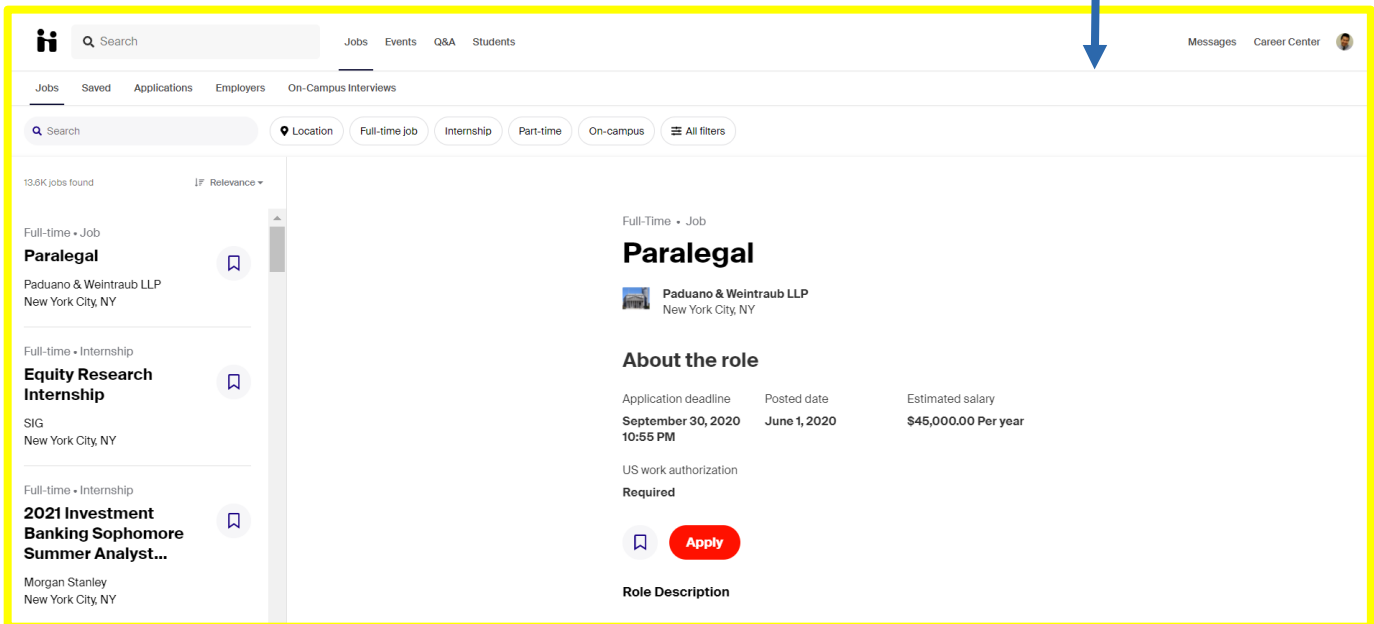**Private Equity Business Development Internship (Unpaid) Full time**
Blackmore Partners

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.

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
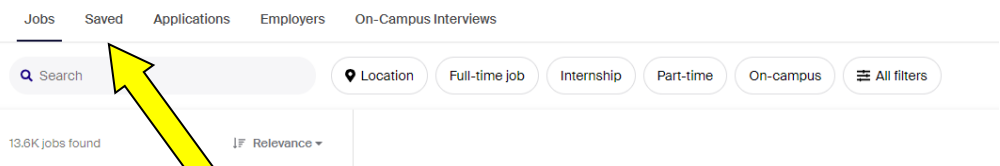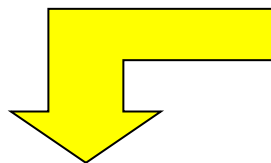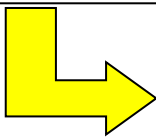
Click "Jobs" to see this screen

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

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

13.6K jobs found   ↓≡ Relevance ▾

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**

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**

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!

| Jobs | Saved | Applications | Employers | On-Campus Interviews |

Q Search

◉ Location   Full-time job   Internship   Part-time   On-campus   ⇄ All filters

13.6K jobs found   ⇅ Relevance ▾

Step 1: Click 'All filters' to get an expanded drop-down menu

Filters

Job type

Full-Time   Part-Time

Internship   On-Campus   Job   + More

☐ Paid roles only
☐ Work study
☐ Interviewing on campus

Step 2: Select 'Work study'

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**

Step 3: Select 'Show results

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

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

12 jobs found ⇅ Relevance ▾

Full-time • Job
Director of Operations
Qore Performance, Inc.
Sterling, VA

Fresh Full-time • Job
Outreach & design coordinator
Foldscope Instruments
Remote • Palo Alto, CA

Part-time • Internship • Unpaid
Fall flower farming intern
Cornelia McNamara Flowers &...
Chicago, IL

Fresh
Full-Time • Job

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

US work authorization
Not required

Quick Apply

Keep an eye on the deadline!

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 ...ting campaigns and lead content creation on our social ... Facebook, Instagram, YouTube, and TikTok. A key ...be continuing our Foldscope at Home video series, which ...hing 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

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 eleanor@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   ✔ Majors

✔ School Year

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

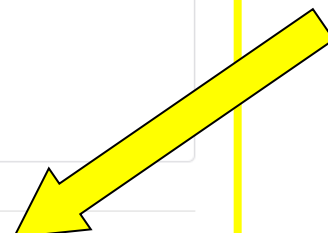**You match all of Foldscope Instruments's candidate preferences**

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

✔ GPA   ✔ Majors

✔ School Year

Employer does not require work authorization.

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 Foldscopes in over 150 countries and are seeking to further expand

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" 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.

Jobs Events Q&A Students

us Interviews

Full-time job   Internship   Part-tim

Apply to Space Haus   ✕

Details from Space Haus:

Applying for Graphic Design/Art Director Intern requires a resume. Attach it below and get one step closer to your next job!

1. Attach your resume

Search your resumes   ▼   or   **Upload New**

Recently Added

Leng_Ken_Resumé.docx   Ken Lor Leng - Curriculum Vitae.docx

Submit Application

Space Haus
Chicago, IL

About the role

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.

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

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!