Student Employment FAQ Guide

Q. How do I find a job? Can I work remotely?
A. You can find on-campus, off-campus, and remote positions on UChicago Handshake. Remote employment opportunities can be found on Handshake, as well as through the Micro-Metcalf Program.

Q. How do I find on-campus research positions?
A. Some on-campus research opportunities are listed on Handshake, while others can be secured by submitting an application through the department’s website, and/or reaching out directly to a professor or staff member about the possibility of working for them or within the department. You can find additional opportunities for research opportunities here.

Q. What is New Student Employee Orientation?
A. All undergraduate students at the University of Chicago are required to complete an online Student Employment orientation within the first 30 days of their hire. The orientation 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 unsure.

Q. What does it mean when a position is “Federal Work Study Only”?
A. A position marked as “Federal Work Study Only” by the employer 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. Are there any paid opportunities for community service?
A. Yes! Positions are available through the University Community Service Center at organizations all around Chicago and Hyde Park. Full postings for community services positions are available on Handshake.
**Q. How much will I be paid? When will I be paid?**

A. As of 07/01/2023, the Chicago minimum wage is $15.80/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 and you can consult the payroll schedule available here.

**Q: Can I have more than one job?**

A: Yes, you can hold multiple jobs! Students can work up to 20 hours per week for all jobs during the academic year, and 37.5 hours during the summer quarter and winter break. You can also hold both a Federal Work-Study job and a non-Federal Work-Study job.

**Q. How do I clock my hours?**

A. Students are required to clock in and out using the University time reporting system “Workday”. If you hold more than one job it is imperative that you verify which position you are clocking your hours.

**Q. How can I find out when there are new positions posted on Handshake that I might be interested in?**

A. The Career Advancement Student Employment team sends out a weekly newsletter during the academic year. Sign up for the newsletter here!

**Q. What documents do I need to submit before I can start working?**

A. I-9 documentation is used to verify an employee’s identity and eligibility for employment. These documents must be shown to your employer before you can begin working. For a complete list of acceptable documents, please refer to this table or by visiting the U.S. Citizenship and Immigration Services website which provides detailed information about the I-9 process.

**Q. How can I find out if my student employment position will be remote during the academic year?**

A. You can find this information by reviewing job descriptions for individual positions and discussing the position logistics with your prospective supervisor during the interview process. If you have questions or would like help preparing for your conversation with your supervisor, please reach out to the Career Advancement Student Employment team at undergraduatestudentemployment@uchicago.edu.