2015–16
STUDENT EMPLOYMENT
GUIDE AND INSTRUCTIONS

SAIC School of the Art Institute of Chicago

The Career + Co-op Center
Student Financial Services
How to Find an On-Campus Job and Resources to Help You

1. SIGN UP on SAIC LAUNCH
Accessible to SAIC students once enrolled in classes, LAUNCH is a job and opportunity database that lists on- and off-campus jobs from employers looking to hire SAIC students. In addition to on-campus employment, part-time, freelance, and full-time positions are posted.

Students may apply directly to these positions according to the application procedures described.

saic.edu/saiclaunch

If you have questions about an application process, a specific position, or need assistance with your resume and portfolio, you should:

2. VISIT the CAREER + CO-OP CENTER
Our staff will help prepare you for a successful job search both on and off campus. We will discuss your skills and experience, and come up with a strategy for finding an appropriate job, which compliments your school schedule. We also assist with research, cover letters, networking and more!

Schedule an appointment:
supersaas.com/schedule/SAIC_Career_Services

or stop by our offices:
116 S. Michigan, 14th floor
312.499.4130

and follow us online:
Facebook.com/careers
Blogs.saic.edu/careers

3. PREPARE FOR POSITIONS
In preparation for an on-campus position, students must complete the required employment forms (I-9 packet) when accepting a position. These documents are available in the Student Financial Services office and must be submitted within three days of employment.

Note: SAIC students, who hold regular full-time, part-time, special projects, temporary staff or faculty positions at SAIC or AIC, are not eligible for student employee positions. If a student applies for and receives a financial aid award package that includes student employment earning eligibility they will not qualify for this award if they are employed in a regular full-time, part-time, special projects, temporary staff or faculty position at SAIC or AIC while enrolled at SAIC. A student eligible for student employment, who applies for and is offered a regular full-time, part-time, special projects, temporary staff or faculty position will not be able to work in a student employment position at SAIC, and have to discontinue their student employment if working as a student employee at SAIC or AIC as a regular full-time, part-time, special projects or temporary staff or faculty member.

The only exception to this policy will be made for students who are staff or faculty members and who have a TA position. For these students who hold regular full-time, part-time, special projects, temporary staff or faculty positions at SAIC or AIC, their TA position will be paid as a temporary staff job through the staff employee payroll rather than the student employee payroll. In order to hire a person as a TA, a Position Requisition and Personnel Action form will need to be completed, including the appropriate signatures, and forwarded to Human Resources. For assistance with this process, please speak to the hiring department’s Administrative Director.
Types of On-Campus Employment

Jobs of various skill levels are available in many SAIC departments for students from all class levels. Previous experience is not necessarily required. Job types include:

- Administrative and Clerical: Academic and studio departments, student services, and support
- Gallery, Exhibitions, and Events: SAIC galleries, art installation, visiting artists events
- Hands-on: Instructional shops, classroom and equipment support
- Library and Media: Libraries and collections, film, radio, TV, multimedia, and newspaper
- Technology: Computer resources, equipment authorizations, software training and support

PAY RATES: Once determined, pay rates will be available on the SAIC website at saic.edu/studentpayroll.

NOTE: Jobs and earnings are not guaranteed.

On-Campus Employers Continued

The following departments hire as needed. Updated department contact information can be found at saic.edu/contact.

Academic Advising
Sullivan Center, 36 S. Wabash Ave., 1204
312.629.6800 | studenthelp@saic.edu

Architecture, Interior Architecture, and Designed Objects
Sullivan Center, 36 S. Wabash Ave., 1257
312.629.6650 | aido@saic.edu

Arts Administration and Policy
Sharp Building, 37 S. Wabash Ave., 7th floor
312.899.1232 | artsadmin@saic.edu

Art Education
Sharp Building, 37 S. Wabash Ave., 7th floor
312.899.7481 | arted@saic.edu

Art Therapy
Sharp Building, 37 S. Wabash Ave., 7th floor
312.899.7481 | arttherapy@saic.edu

Art and Technology Studies
MacLean Center, 112 S. Michigan Ave., 512
312.345.3564 | ats@saic.edu

ARTICard Office
Sharp Building, 37 S. Wabash Ave., 1008
312.629.9362 | articcard@saic.edu

Career + Co-op Center
Lakeview Building, 116 S. Michigan, 14th floor
312.499.4130 | careers@saic.edu

Continuing Studies
Lakeview Building, 116 S. Michigan Ave., 7th floor
312.629.6710 | cx@saic.edu

Deans and Division Chairs
Sharp Building, 37 S. Wabash Ave., 8th floor
312.899.1291 | ward@saic.edu

Development
Lakeview Building, 116 S. Michigan Ave., 5th floor
312.499.4182 | saic_development@saic.edu

Disability and Learning Resource Center
116 S. Michigan Ave., 13th floor
312.499.4278 | dirc@saic.edu

Early College Program
Sullivan Center, 36 S. Wabash Ave., 1440
312.899.7458 | ecpi@saic.edu

ExTV
MacLean Center, 112 S. Michigan Ave., 1401
312.345.3609 | extv@saic.edu

Fashion Design
Sullivan Center, 36 S. Wabash Ave., 7th floor
312.629.6710 | fashion@saic.edu

Fiber and Material Studies
Sharp Building, 37 S. Wabash Ave., 901
312.899.9134 | klooms@saic.edu

Foundry
Columbus Drive, 280 S. Columbus Dr., B-026
312.443.3552

Free Radio SAIC
MacLean Center, 112 S. Michigan Ave., 1401
312.345.3609 | freeradio@saic.edu

Gene Siskel Film Center
164 N. State St. | 312.846.2080

Health Services
Lakeview Building, 116 S. Michigan Ave., 13th floor
312.499.4288 | healthservices@saic.edu

Historic Preservation
Sullivan Center, 36 S. Wabash Ave., 1257
312.629.6680 | hpre@saic.edu
On-Campus Employment Eligibility

- Domestic and eligible Permanent Non-Resident students will find their eligibility for Federal Work-Study (FWS) listed on their award letter. Award amounts vary based on financial need and academic level. This eligibility was determined as a result of filing a FAFSA, and is needed for most on-campus jobs during the fall and spring semesters. Students with FWS eligibility need to be enrolled at least half-time to work on-campus.

- Students who wish to work on campus during the summer and winter terms do not need to have FWS eligibility. However, they must have been enrolled for at least 6 hours during the preceding fall or spring term and for the following term, with the exception of those in their final term prior to graduation. Students who meet the requirements to work during the summer and winter terms are eligible to work up to 40 hours per week (all jobs combined) if they are not in classes. It is not advisable for a student enrolled in classes to work 40 hours. The average number of hours recommended for student employment is 20–25 hours per week during periods of enrollment.

For International Students (F-1)

- Employment is limited to 20 hours per week for international students during fall and spring terms and 40 hours during winter and summer terms. SAIC requires evidence of applying for a Social Security Number (receipt letter) by the end of the third business day after the first day of work. Students and managers can visit saic.edu/international/employment for detailed information.

If evidence of having applied for a Social Security Number is not provided within the three-day requirement, the student may be terminated from their on-campus position.

*Note:* Students in F-1 status are eligible to apply for a Social Security Number through the Social Security Administration only if they have an on-campus job and only after ten days of presence in the U.S.

**ADDITIONAL DOCUMENTS REQUIRED FOR SOCIAL SECURITY NUMBER APPLICATION INCLUDE:**

- Social Security letter
- Most recent I-20 form
- Valid passport with F-1 visa
- I-94 card or printed I-94 record of admission

*Note:* Employment regulations for international students can change. Visit International Affairs with any questions to avoid violations of your status.
Off-Campus Employment

Career + Co-op advisors can assist with research, applications, résumés, cover letters, portfolios, and interview preparation for jobs outside SAIC. They also facilitate networking opportunities with SAIC alumni, creative professionals, and host workshops to help you develop employment skills.

Make an appointment with a Career Advisor by visiting supersaas.com/schedule/SAIC_Career_Services

Visit the Launch website at saiclaunch.com to browse a constantly updated list of jobs and career opportunities specifically for SAIC students.

**JOB SEARCH STRATEGIES**

- Be prepared to respond to job openings immediately. Have a résumé and cover letter ready that can be quickly customized to specific job openings.
- Understand your skills and strengths. Know how to describe them to potential employers.
- Stand out from other candidates; highlight for the employer what makes you the best candidate for the job.
- Network! Your contacts will help you learn about the 80% of jobs that may never be formally announced.
- Don’t make advertised jobs your primary focus. Look for opportunities on niche job sites, such as chicagoartistsreources.org, idealist.org, and saiclaunch.com rather than the large job sites.
- Make an appointment with a Career Advisor by visiting supersaas.com/schedule/SAIC_Career_Services

CO-OP INTERNSHIP OPPORTUNITIES

Co-op internships include positions with individual artists, photographers, museums, galleries, multimedia firms, film and video production houses, interior architecture firms, fashion designers, and community service organizations. In the event that you make a request for an employer outside of the Co-op Program, you must seek approval from the co-director of the Career + Co-op Center before you can participate in the internship. Many of our positions offer an hourly wage, and Federal Work-Study funds can be used for positions with not-for-profit organizations if the organization meets the matching requirement. We also host an annual Co-op Internship Fair every December that features more than 50 Co-op employers. This event gives students the opportunity to interview and meet Co-op employers for upcoming internships.

Note: Currently enrolled degree-seeking students are not eligible to be Co-op employers.

CO-OP ORIENTATION DATES 2015-2016

All orientations take place in the Career + Co-op Center conference room 1429 from 12:00–1:00 p.m.

**FALL 2015**
- Thursday, August 13
- Wednesday, August 26
- Thursday, September 3
- Tuesday, September 8
- Tuesday, September 15

**SPRING 2016**
- Wednesday, November 18
- Monday, November 23
- Thursday, December 10
- Thursday, January 21

**SPRING 2016**
- Friday, January 29
- Wednesday, February 3
- Tuesday, February 9

**SUMMER 2016**
- Tuesday, March 15
- Wednesday, April 6
- Thursday, April 14
- Tuesday, May 10
- Wednesday, June 15
Forms You are Responsible for Completing Prior to Employment

I-9 Packet — If you are a first-time SAIC employee, submit an I-9 packet within three days of employment. The I-9 packet includes:

- Federal I-9 Employment Eligibility Verification form
- Federal and State W-4 forms
- Drug-Free Certification Statement

Complete these forms immediately to meet federal regulations. Federal law requires that employees complete the employee section of the I-9 employment eligibility verification form no later than the end of the first day of employment. Employees must present documents evidencing their identity and work authorization from the lists of acceptable documents accompanying the I-9 as listed on page 9 of this guide. If an employee fails to comply with these legal requirements, they will not be able to work for the School of the Art Institute of Chicago.

Student Employment Authorizations — Once you have secured a job, your supervisor will complete a Student Employment Authorization for you online. You will receive an e-mail requesting that you approve, students can begin to record their time in ARTICtime. At the end of the pay period, students will need to submit their time online in ARTICtime.

- Student Financial Services offers training on the ARTICtime system for students and supervisors. Check with the Student Financial Services Office for the training schedule.
- Most students will record their time in ARTICtime using the WebClock. A limited number of students will record their time using Elapsed Time.
- Students using the WebClock will need to check with their supervisors to find out which computer they should be using to record their time.
- Payroll Schedules — Annual payroll schedules are available in the Student Payroll section at saic.edu/studentpayroll on the SAIC website.
- Direct Deposit/Paychecks — You are encouraged to enroll in Direct Deposit by logging into SAIC Self-Service, clicking on the Employee Center and completing the correct information on the "Direct Deposit Setup" link. Students choosing not to use Direct Deposit will have to pick up their paychecks at the Cashier/Bursar’s Office according to the Student Payroll Schedule. Paychecks not picked up are mailed after 14 days.

Getting Paid & Employment Forms for On-Campus Positions

The ARTICtime Dashboard is at artictime.artic.edu

Once a work authorization has been submitted and approved, students can begin to record their time in ARTICtime. At the end of the pay period, students will need to submit their time online in ARTICtime.

- Student Financial Services offers training on the ARTICtime system for students and supervisors. Check with the Student Financial Services Office for the training schedule.

To complete Form I-9: present one document from List A OR one document from List B AND List C. All documents must be originals and must be unexpired. Faxed or copies of originals cannot be accepted.

LIST A: Elements that Establish Both Identity and Employment Eligibility

1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary i-551 stamp or temporary i-551 printed notation on a machine-readable immigrant visa
4. Employment Authorization Document that contains a photograph (Form I-766)
5. For nonimmigrant alien authorized to work for a specific employer because of his or her status:
   - Foreign passport
   - Form I-94 or Form I-94A that has the following:
     1) The same name as the passport
     2) An endorsement of the alien’s nonimmigrant status, as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

LIST B: Elements that Establish Identity

1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
3. School ID card with a photograph
4. Voter’s registration card
5. U.S. Military card or draft record
6. Military dependent’s ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver’s license issued by a Canadian government authority

LIST C: Elements that Establish Employment Eligibility

1. A U.S. Social Security Account Number card, unless the card includes one of the following restrictions:
   1) NOT VALID FOR EMPLOYMENT
   2) VALID FOR WORK ONLY WITH INS AUTHORIZATION
   3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Original or certified copy of a birth certificate issued by a state, county, municipal authority, or territory of the United States bearing an official seal
5. Native American tribal document
6. U.S. Citizen ID Card (Form I-197)
7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
8. Employment authorization document issued by the Department of Homeland Security

Information in this guide is current as of the Fall 2015. Contact information for departments changes occasionally. Please check the saic.edu website for updated contact information.

Prepared by Career + Co-op Center, International Affairs, and Student Financial Services. Please consult with these departments if you need additional assistance with student employment.

Join the Career + Co-op Center on Facebook: saic.careers