2018–19
STUDENT EMPLOYMENT
GUIDE AND INSTRUCTIONS

SAIC
School of the Art Institute
of Chicago
This guide provides information about on-campus job opportunities and off-campus employment. It also details the employment process, including eligibility information and forms that you must complete in order to receive payment.

**Career and Professional Experience (CAPX)**
116 S. Michigan, 14th floor  
312.499.4130 | careers@saic.edu

How to find jobs on and off campus that are a good fit for you and information on internships for course credit

**International Affairs**
Sullivan Center, 36 S. Wabash Ave., suite 1203  
312.629.6830 | intaff@saic.edu

Employment information specifically for international students

**Student Payroll**
**Student Financial Services**
Sullivan Center, 36 S. Wabash Ave., suite 1200  
312.629.6600 | studentpayroll@saic.edu

Questions about employment eligibility, work time and attendance, ARTiTime, getting paid and payrolls forms.

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**How to Find an On-Campus Job**

Sign up on SAIC Launch On-Campus to look for On-Campus Employment

SAIC Launch is a job database that lists on-campus jobs from SAIC departments. It is accessible to students once they are enrolled in classes.

[saic.edu/saiclaunch](http://saic.edu/saiclaunch)

To prepare for an on-campus position, you must complete the required employment form (I-9 packet) before accepting a position. These forms are available in the Student Financial Services office and must be submitted within three days of the start of employment.

You will need to present original unexpired identification documents in person to Student Payroll, in the Student Financial Services office, as part of the I-9 document and certification process. See page 9 for a full list of eligible documents.

**How to Find an Off-Campus Job**

Explore SAIC Compass for Internships and Off-Campus Employment

SAIC Compass is your online source for hundreds of internships (see Internship section on page 7) and job opportunities for off-campus employment. Create your profile and start your research for internships and jobs.

[saic.edu/careers](http://saic.edu/careers)

Visit Career and Professional Experience (CAPX)

If you have questions about an application process, a specific position, or need assistance with your résumé and portfolio, our staff can help. We will also help you prepare for a successful job search both on and off campus. We will discuss your skills and experience and suggest a strategy for finding an appropriate job that complements your school schedule. We also assist with research, cover letters, networking and more.

Schedule an appointment: through our website saic.edu/careers

OR

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

and follow us online: facebook.com/saic.careers

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**REQUEST YOUR EARNING ELIGIBILITY REPORT IN SELF-SERVICE**

Students may electronically request an Earning Eligibility Report in the Earnings Reports section of SAIC Self-Service for a given semester to see their total Federal Work-Study (FWS) eligibility amount, how much is already authorized for use and still available, and if they have properly completed the I-9 process to begin working their first day of employment. Students should provide this report to supervisors during the interview and job application process. The Earning Eligibility Report is sent as a PDF to the student’s SAIC email when requested.
Types of On-Campus Employment

Jobs of various skill sets 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

Grade 1: Entry Level $12.00 - $12.25/hour
Grade 2: Experienced $12.25 - $12.50/hour
Grade 3: Advanced $12.50 - $13.00/hour
Grade 4: Advanced Instructional/Teaching Assistant $14.25/hour
Grade 5: Specialist $15.25/hour

NOTE: Jobs and earnings are not guaranteed.

On-Campus Employers

The following departments have multiple positions and hire several students.

Instructional Resources
and Facilities Management (IRFM)
www.saic.edu/irfm
- Software and Hardware (Apply online for IRFM jobs)
  - Classroom and Equipment Support
  - Equipment Training/Authorizations

Instructional Shops
- Apply online or at Sharp Shop
  - Fabrication Studio, Sullivan Center
  - Instructional Shop, Sharp Building
  - Wood/Metal Shops, Columbus Drive

Media Centers
- Apply online or at MacLean Media Center
  - Media Center, Columbus Drive/MacLean Center/Sharp Building

Resale Centers
- Apply online or at Sharp Resale
  - Resale Center, Columbus Drive/Sharp Building/Sullivan Center

F Newsmagazine
Lakeview Building, 116 S. Michigan Ave., 2nd floor
312.345.3838 | fnews@saic.edu

Contemporary Practices
Sharp Building, 37 S. Wabash Ave., 3rd floor
312.899.5180 | cp@saic.edu

Exhibitions/Exhibition Studies
33 S. State St., 7th floor
312.629.6635 | exhibitions-saic@saic.edu

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., 1402
312.629.6650 | aido@saic.edu

Arts Administration and Policy
MacLean Center, 112 S. Michigan Ave, 6th floor
312.345.3788 | saic_ana@saic.edu

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

Art History, Liberal Arts, New Arts Journalism
Lakeview Building, 112 S Michigan Ave., 601
312.345.3787 | saic_mc601staff@artic.edu

Art Therapy and Counseling
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., 254
312.629.9362 | arti@artic.edu

Career and Professional Experience
Lakeview Building, 116 S Michigan Ave., 14th floor
312.499.4130 | careers@saic.edu

Ceramics
Columbus Drive, 280 S Columbus Dr., 115
312.443.3752 | ceramics@saic.edu

Collections Department
Sharp Building, 37 S. Wabash Ave., 705
312.899.5124 | dstephens@saic.edu

Computer Resources and Information Technologies (CRIT)
MacLean Center, 112 S Michigan Ave., 9th floor
312.345.3535 | crit@artic.edu

Deans and Division Chairs
Sharp Building, 37 S. Wabash Ave., 8th floor
312.899.5133 | johnjanke@artic.edu

Office of Institutional Advancement
Lakeview Building, 116 S Michigan Ave., 5th floor
312.499.4190 | deans@artic.edu

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

Early College Program
Sharp Building, 37 S. Wabash Ave., 712
312.629.6710 | cs@artic.edu

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

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

Fiber and Material Studies
Sharp Building, 37 S. Wabash Ave., 901
312.899.5133 | fms@artic.edu

Foundry
Columbus Drive, 280 S Columbus Dr., B-026
312.443.3552 | saicfoundry@artic.edu
On-Campus Employment Eligibility

- Domestic and eligible Permanent 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. International students do not need FWS eligibility to work on campus.

Access your EARNING ELIGIBILITY REPORT for detailed information on your FWS Eligibility. Instructions on page 1.

- Students who wish to work on campus during the summer and winter terms do not have to have FWS eligibility. However, you must have been enrolled for at least 6 hours during the preceding fall or spring term and for the following term, unless it is your 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 you 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.

Off-Campus Employment

Career and Professional Experience 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 and creative professionals, and host workshops to help you develop employment skills.

Make an appointment with a Career Advisor by visiting our website saic.edu/careers. We also send a bi-monthly e-Newsletter to the SAIC community that includes the latest news, internships, awards and other arts-related opportunities as well as links to our online resources.

Follow us on social media
facebook.com/saic.careers || instagram: saiccareers

twitter.com/saiccareers

For International Students (F-1)

- International students in F-1 status are not awarded Federal Work-Study (FWS) eligibility but can work in on-campus jobs that require FWS eligibility. Students may not work off-campus without authorization from International Affairs. Working off-campus without authorization is a serious violation of immigration status.

- 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 (provided by International Affairs)
- Most recent I-20 form
- Valid passport with F-1 visa
- I-94 card or printed I-94 record of admission

Note: F-1 International students can work off-campus only if earning course credit through one of the Internship options and with a Curricular Practical Training (CPT) authorization.

Note: Employment regulations for international students can change. Visit International Affairs with any questions to avoid violations of your immigration status.
GRADUATE STUDENTS ONLY:

Working as a Teaching Assistant is an ideal way to get experience and additional mentorship from faculty members. These positions range from assisting a professor in a classroom to providing technical help in a fabrication studio to teaching a class on your own. Positions are available in most SAIC studio and academic departments as well as fabrication studios and output centers. Three to six hours of class time are required per week per class, along with additional preparation time outside of class.

Earning eligibility is not required but a graduate student must be enrolled at least half-time to hold one of these positions. Post-bacc students are not eligible, regardless of past experience or expertise.

Each department posts its available positions on SAIC Launch On-Campus, the SAIC on-campus jobs database, one semester in advance — every November for spring and winter terms and every April for summer and fall terms. Watch for email reminders along with reminders posted in the CAPX bi-monthly email newsletter.

New graduate students typically do not hold Teaching Assistant positions until their second semester. First-year grad students are encouraged to check in with their home departments as well as with Contemporary Practices, the Sharp Instructional Shop, the Sullivan Fabrication Studio and the Advanced Output Center, in case there are unfilled positions.

THE TYPES OF TEACHING ASSISTANTSHIPS INCLUDE:

- Graduate Teaching Assistant
- Writing Fellow
- Instructor of Record

For more information, please visit SAIC Student Payroll at saic.edu/studentpayroll

OTHER SAIC EMPLOYMENT OPPORTUNITIES

Internships at SAIC: Two Course Options

Career and Professional Experience (CAPX) offers a Professional Practice 3900: Internship as Professional Experience and a 4001 Internship. Both options are classes and tuition will be charged.

Attend an in-person or an online information session to familiarize yourself with further information.

<table>
<thead>
<tr>
<th>PROFESSIONAL PRACTICE 3900: INTERNSHIP AS PROFESSIONAL EXPERIENCE</th>
<th>INTERNSHIP 4001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Share your internship experience with your peers. Become confident in presenting yourself as a professional.</td>
<td>Gain real-world independent work experience. Meet with an SAIC faculty advisor throughout the semester.</td>
</tr>
<tr>
<td>Open to Juniors and Seniors</td>
<td>Open to Sophomores, Juniors, Seniors and Graduate students</td>
</tr>
<tr>
<td>Available Fall and Spring semesters</td>
<td>Available Fall, Spring and Summer semesters</td>
</tr>
<tr>
<td>Work 150 to 180 internship hours</td>
<td>Work 210 hours (or 70 hours per credit hour)</td>
</tr>
<tr>
<td>Satisfies 3 credits toward Professional Practice, Off-Campus and Studio requirements</td>
<td>Satisfies Off-Campus and Studio credit requirements</td>
</tr>
<tr>
<td>Attend a weekly 2-hour evening class</td>
<td>Choose from 1.5 credits to a maximum of 6 to 9 credits depending on degree</td>
</tr>
</tbody>
</table>

You must secure and file an internship to participate in these courses. We offer a variety of internship opportunities, both paid and unpaid. Federal Work Study (FWS) can be used for positions with not-for-profit organizations.

Create your profile in SAIC Compass, our online platform at saic.edu/careers to search for internships.

Note: F-1 International students can work off campus only if earning course credit through one of the Internship options only with a Curricular Practical Training (CPT) authorization on their I-20. See page 5 for additional information.

OFF-CAMPUS EMPLOYMENT
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 form within 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 the authorization and terms for employment in SAIC Self-Service. You are ready to begin working once you have approved the authorization in SAIC Self-Service. It is suggested that you and your supervisor complete the authorization process at least one day prior to beginning employment to ensure that you are able to record time worked in ARTICtime, the system SAIC students use to record their hours worked.

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. They will have to discontinue their student employment if working at a student employee at the time they begin employment 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 by the hiring manager, including the appropriate signatures, and forwarded to Human Resources. For assistance with this process, please speak to the hiring department’s Administrative Director.

Getting Paid & Employment Forms for On-Campus Positions

The ARTICtime Dashboard is at artictimetime.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.
- 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.
- Timesheets — students must submit their time in ARTICtime every other Monday by 10:00 a.m.
- 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.

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
Documents 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

LIST B
Documents 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
Documents 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 Report of Birth issued by the Department of State (Form DS-1350, FS-545, FS-240)
3. 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
4. Native American tribal document
5. U.S. Citizen ID Card (Form I-197)
6. Identification Card for Use of Resident Citizen in the United States (Form I-797)
7. Employment authorization document issued by the Department of Homeland Security

FOR EXAMPLE, A DOMESTIC STUDENT MAY PRESENT:

- A: U.S. Passport —OR–
- B: Driver’s license —AND– C: Social Security Card —OR–
- B: School ID with photo —AND– C: Birth Certificate
Information in this guide is current as of Fall 2018. Contact information for departments changes occasionally. Please check the saic.edu website for updated contact information.

Prepared by Career and Professional Experience, International Affairs, and Student Financial Services. Please consult with these departments if you need additional assistance with student employment.