This guide will answer many of your questions about on-campus job opportunities and off-campus searches. It will also detail the employment process, including eligibility information and forms that you must complete in order to receive payment.

Departments That Can Help You With Employment Questions

Career and Professional Experience
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

Student Financial Services — Student Payroll
Sullivan Center, 36 S. Wabash Ave., suite 1200
312.629.6600 | studentpayroll@saic.edu
Questions about employment eligibility and forms

International Affairs
Sullivan Center, 36 S. Wabash Ave., suite 1203
312.629.6830 | intaff@saic.edu
Employment information specifically for international students

EMPLOYMENT ELIGIBILITY

How to Find an On-Campus Job and Resources to Help You

1. SIGN UP on SAIC LAUNCH for on-campus employment
Accessible to SAIC students once enrolled in classes, LAUNCH is a job and opportunity database that lists on-campus jobs from SAIC departments. For part-time, freelance, and full-time positions, see our new online job platform Compass, launching 09/01/2016.
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 and PROFESSIONAL EXPERIENCE Offices
Our staff can help you prepare 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 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

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 the start 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. They will have to discontinue their student employment if working as 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.
On-Campus Employment

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

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

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

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

Disability and Learning Resource Center
116 S. Michigan Ave., 13th floor
312.498.4278 | dlrc@saic.edu

Early College Program
Lakeview Building, 116 S. Michigan Ave., 7th floor
312.629.6710 | cs@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

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 | hpres@saic.edu

Updated department contact information can be found at saic.edu/contact.
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 during the summer and winter terms.

- 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 are recommended for student employment is 20–25 hours per week during periods of enrollment.

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.

- 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 during the summer and winter terms.

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. Visit the Launch website at saiclaunch.com to browse on-campus positions.

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.
GRADUATE STUDENTS ONLY:
We support our graduate students in a variety of ways. Applying for one of the three types of Teaching Assistantships 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 assistance in a fabrication studio or even teaching a class solo.

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.

While earning eligibility is not required, 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.

Available positions are posted on SAIC’s Career and Professional Experience (CAPX) opportunities database at saiclaunch.com 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 Assistantship positions until their second semester. Fall positions sometimes remain open for first-year grad students if a department or instructional shop has not filled all its slots during the previous spring application period. 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.

THE TYPES OF TEACHING ASSISTANTSHIPS INCLUDE:
- Graduate Teaching Assistant - $14/hour
- Writing Fellow - $15/hour
- Instructor of Record - $22/hour

Please visit saic.edu/careers for more information.

OTHER SAIC EMPLOYMENT OPPORTUNITIES

OFF-CAMPUS EMPLOYMENT

Internships at SAIC: Two Choices

In addition to the internship program, Career and Professional Experience is piloting a new Professional Practice class in Fall 2016. This career experiential learning course integrates an internship component of 150-180 hours. Students will explore:
- Designing a creative career
- Assessing personal interests
- Conducting job research
- Developing application materials
- Building interview skills
- Creating a professional online presence
- Networking with professionals
- Preparing a plan for life after SAIC

Students must secure an internship to participate in this course. We offer a variety of internship opportunities, both paid and unpaid. Either option satisfies studio and/or off-campus credit. Permission is required to register.

Undergraduates can choose between two internship options, listed below. Additional details at saic.edu/careers.

<table>
<thead>
<tr>
<th>THE PROCESS</th>
<th>TRADITIONAL INTERNSHIP</th>
<th>INTERNSHIP AS PROFESSIONAL EXPERIENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST STEP</td>
<td>Attend an in-person orientation or an online orientation</td>
<td>Professional Practice Internship online orientation (can be done after registration)</td>
</tr>
<tr>
<td>CLASS</td>
<td>4001-001 No weekly class</td>
<td>3900-020 and 3900-021 Weekly 2-hour class, 6:00-8:00 p.m., Tuesday or Thursday 20 students per section; Two sections Fall 2016, Four sections Spring 2017</td>
</tr>
<tr>
<td>CREDITS</td>
<td>1.5 to 9 credits per semester</td>
<td>3 credits per semester: two classes per degree</td>
</tr>
<tr>
<td>HOURS WORKED</td>
<td>210 hrs per 3 credits</td>
<td>150 to 180 hrs</td>
</tr>
<tr>
<td></td>
<td>Average 70 hrs per credit</td>
<td>Minimum 150 (likely choice for unpaid) Up to 180 for FWS or Employer Paid</td>
</tr>
<tr>
<td>PERMISSION TO REGISTER</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>EXTENDED ADD/DROP</td>
<td>Yes, one week</td>
<td>Yes, one week</td>
</tr>
<tr>
<td>SEMINARS</td>
<td>Yes (two per semester)</td>
<td>No</td>
</tr>
<tr>
<td>11 MEETINGS WITH FACULTY</td>
<td>Yes (one to two required)</td>
<td>Yes (two to three 30-minute meetings)</td>
</tr>
<tr>
<td>FACULTY EMPLOYER SITE VISITS</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>EVALUATIONS</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>FINAL PROFESSIONAL PROJECT</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>SUMMER TERM</td>
<td>Yes</td>
<td>Not at this time</td>
</tr>
<tr>
<td>GRADUATE STUDENTS</td>
<td>Yes</td>
<td>Not at this time</td>
</tr>
</tbody>
</table>

Both options satisfy studio/off-campus credit. Many positions offer an hourly rate and Federal Work Study (FWS) can be used for positions with not-for-profit organizations.
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 the authorization in SAIC Self-Service.

Getting Paid & Employment 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.

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.

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**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 notation printed 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:
   a. Foreign passport and
   b. 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

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**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. Military dependent’s ID card
6. U.S. Coast Guard Merchant Mariner Card
7. Native American tribal document
8. Driver’s license issued by a Canadian government authority

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**LIST C**

Documents that Establish Employment Eligibility

1. A U.S. Social Security Account Number card, unless the card includes any 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. Certificate 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

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For persons under age 18 who are unable to present a document listed above:

10. School record or report card
11. Clinic, doctor, or hospital record
12. Day-care or nursery school record

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For example, a domestic student may present:

A: U.S. Passport — OR — Driver’s license
B: Social Security Card — OR — School ID with photo
C: Birth Certificate
Information in this guide is current as of Fall 2016. 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.