2019-20

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.

DEPARTMENTS THAT CAN HELP YOU WITH EMPLOYMENT QUESTIONS:

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
312.629.6430  |  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, ARTICtime, getting paid and payroll forms.

HOW TO FIND AN ON-CAMPUS JOB

saic.joinhandshake.com

To begin your on-campus job search, log in to your Handshake profile and search for jobs posted by the School of the Art Institute of Chicago. You must have an active Handshake profile to search for and apply to jobs on campus. All available on-campus jobs are listed exclusively on Handshake.

Students are automatically signed up for Handshake through their Artic account, and you can sign in to Handshake using your SAIC username and password. For more information about logging into Handshake, visit saic.edu/careers.

HOW TO FIND AN OFF-CAMPUS JOB

saic.joinhandshake.com

Explore Handshake for Internships and Off-Campus Employment

Handshake is also your primary online source for hundreds of SAIC-approved internships (see Internship section on page 7) and job opportunities for off-campus employment.

Handshake has rapidly become the new standard for connecting students and alumni with jobs, internships, and other professional opportunities. In the past 12 months alone, there have been over 700,000 active jobs and internships posted to the platform by over 300,000 employers across all 50 states and 165 countries. Students are encouraged to explore opportunities listed throughout the platform in addition to jobs pre-approved by CAPX.

ON-CAMPUS EMPLOYMENT ELIGIBILITY / ACCESS YOUR EARNING ELIGIBILITY IN SELF-SERVICE

Students may electronically request an Earning Eligibility Report in the Earnings Reports section of 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.

SCHEDULE AN APPOINTMENT
Make an appointment with a CAPX advisor via the Appointments tab on Handshake, or stop by our offices during drop-in hours, Monday–Friday from 12:00 p.m.–1:00 p.m. CAPX is located in the Lakeview Building at 116 S. Michigan, 14th floor 312.499.4130.

INTERNATIONAL AFFAIRS
Sullivan Center, 36 S. Wabash Ave., suite 1203 312.629.6830  |  intaff@saic.edu

Employment information specifically for international students

VISIT CAREER AND PROFESSIONAL EXPERIENCE (CAPX)

saic.edu/careers

If you have questions about the application process, a specific position, or need assistance with your résumé and portfolio, CAPX staff can help. CAPX advisors can discuss your skills and experience and suggest a strategy for finding an appropriate job that complements your school schedule. CAPX can also help you prepare for a successful job search both on and off campus, and assist with research, cover letters, networking and more.
The following departments hire as needed. Updated department contact information can be found at saic.edu/contact.

**Architecture, Interior Architecture, and Designed Objects**
Sullivan Center, 36 S. Wabash Ave., 1402
312.629.6650 | aiado@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@saic.edu

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

**Arts 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 | artcard@saic.edu

**Career and Professional Experience**
Lakeview Building, 116 S. Michigan, 14th floor
312.499.4190 | careers@saic.edu

**Ceramics**
Columbus Drive, 280 S Columbus Dr., 115
312.443.3732 | ceramics@saic.edu

**ExTV**
Lakeview Building, 116 S. Michigan Ave., 2nd floor
312.499.4190 | extv@saic.edu

**Fashion Design**
Sullivan Center, 36 S. Wabash Ave., 10th floor
312.899.5151 | fashion@saic.edu

**Fiber and Material Studies**
Sullivan Center, 36 S. Wabash Ave., 9th floor
312.629.6710 | fashion@saic.edu

**Foundry**
Lakeview Building, 116 S. Michigan Ave., 601
312.499.4190 | foundry@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**
Lakeview Building, 116 S. Michigan Ave., 13th floor
312.499.4278 | dlrc@saic.edu

**Continuing Studies-Enrollment Marketing**
Sharp Building, 37 S. Wabash Ave., 1202
312.629.6170 | cs@saic.edu

**Deans and Division Chairs**
Sharp Building, 37 S. Wabash Ave., 8th floor
312.899.5133 | mcarrasquilla1@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**
Lakeview Building, 116 S. Michigan Ave., 13th floor
312.499.4278 | dlrc@saic.edu

**Continuing Studies-Programming**
Sharp Building, 37 S. Wabash Ave., 712
312.899.5151 | cs@saic.edu

**ExTV**
Lakeview Building, 116 S. Michigan Ave., 1401
312.345.3609 | extv@saic.edu

**Fashion Design**
Sullivan Center, 36 S. Wabash Ave., 10th floor
312.899.5151 | fashion@saic.edu

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Sullivan Center, 36 S. Wabash Ave., 9th floor
312.629.6710 | fashion@saic.edu

**Foundry**
Lakeview Building, 116 S. Michigan Ave., 601
312.499.4190 | foundry@saic.edu

**Computer Resources and Information Technologies (CRIT)**
MacLean Center, 112 S. Michigan Ave., 9th floor
312.345.3553 | crithelpdesk@saic.edu

**Service Bureau**
Sharp Building, 37 S. Wabash Ave., 1111

**Advanced Output Center**
Sullivan Center, 36 S. Wabash Ave., 1232A

**General Access Computer Lab**
MacLean Center, 112 S. Michigan Ave., 9th floor

**Continuing Studies-Enrollment Marketing**
Sharp Building, 36 S. Wabash Ave., 1202
312.629.6170 | cs@saic.edu

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312.499.4190 | foundry@saic.edu
ON-CAMPUS EMPLOYMENT ELIGIBILITY

Federal Work-Study
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 in Self-Service for details on your eligibility. Instructions on page 1.

Students who wish to work on campus during the summer and winter terms do not need 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.

EMPLOYMENT Assistance
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. To meet with a CAPX advisor, make an appointment via the Appointments tab on Handshake.

In addition to posting opportunities on Facebook, Instagram and Twitter, CAPX also sends a bi-monthly email 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 CAPX on social media
facebook.com/SAICcareers
instagram: @saiccareers
twitter.com: @saiccareers

INTERNATIONAL STUDENTS (F-1 VISA)
saic.edu/international/employment

» 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 the website 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.
TEACHING ASSISTANTSHIPS

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 Handshake, 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.

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.

TEACHING ASSISTANTSHIPS

GRADUATE STUDENTS ONLY:

You must secure an internship and register it with CAPX to participate in these courses. A wide variety of internship opportunities, both paid and unpaid, are available on Handshake. Students are not, however, restricted to internships listed on this platform. Additionally, Federal Work Study (FWS) can be used for positions with not-for-profit organizations.

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

SHARE YOUR INTERNSHIP EXPERIENCE WITH YOUR PEERS.

COMETE CONFIDENT IN PRESENTING YOURSELF AS A PROFESSIONAL.

Open to Juniors and Seniors

Available Fall and Spring semesters and Summer session

Work 150 to 180 internship hours

Satisfies 3 credits toward Professional Practice, Off-Campus and Studio requirements

Attend a weekly 2-hour evening class

SAIC FOR-CREDIT INTERNSHIP OPTIONS

Career and Professional Experience (CAPX) offers multiple options for participating in internships for course credit: Professional Practice 3900: Internship as Professional Experience and the standard CAPX Internship 4001. Both options fulfill the off-campus credit requirement, and credits used toward for-credit internships will be billed to tuition costs in the same manner as normal credit hours. Visit CAPX or explore their website for more information about internships.

You must secure an internship and register it with CAPX to participate in these courses. A wide variety of internship opportunities, both paid and unpaid, are available on Handshake. Students are not, however, restricted to internships listed on this platform. Additionally, Federal Work Study (FWS) can be used for positions with not-for-profit organizations.

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

<table>
<thead>
<tr>
<th>PROFESSIONAL PRACTICE 3900: INTERNSHIP AS PROFESSIONAL EXPERIENCE</th>
<th>CAPX 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><strong>YEAR</strong></td>
<td>Open to Juniors and Seniors</td>
</tr>
<tr>
<td><strong>TERM</strong></td>
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<td><strong>NOTE</strong></td>
<td>Attend a weekly 2-hour evening class</td>
</tr>
</tbody>
</table>
**SAIC/AIC Regular Employees 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 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.

**Before You Start Working You Must Complete the Following:**

- 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 and terms for employment in Self-Service. You are ready to begin working once you have approved the authorization in 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.

**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.
- 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/student-payroll 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 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.

**Federal I-9 Employment Eligibility**

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. Faxes 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 containing 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:
  - 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 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

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 I.D. card
- 7. U.S. Coast Guard Merchant Mariner Card
- 8. Native American tribal document
- 9. Driver’s license issued by a Canadian government authority

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

**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-79)
- 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
Kaitlyn Albrecht
In Search of Eden
Inkjet print, digital projection, window film, camouflage netting, synthetic plants, 2018

saic.edu
Office Admissions
36. S. Wabash Ave., Suite 1201
Chicago, IL 60603
Phone: 800.232.7242 or 312.629.6100
Fax: 322.629.6101
Email: admiss@saic.edu

WORK / The front cover pattern of this booklet has a hidden word created from geometric elements found within the SAIC square.