


# STUDENT EMPLOYMENT GUIDE AND INSTRUCTIONS ●



**2023-24**

**SAIC**

School of the Art Institute  
of Chicago



This guide provides information about on-campus student employment and off-campus jobs and internships. It also details the employment process, including eligibility information and forms that you must complete in order to receive payment.

# HOW TO GET STARTED

## DEPARTMENTS THAT CAN HELP YOU WITH EMPLOYMENT QUESTIONS:

### **Career and Professional Experience (CAPX)**

116 S. Michigan, 14th floor  
312.499.4130 | [careers@saic.edu](mailto: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](mailto: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](mailto:studentpayroll@saic.edu)

Questions about employment eligibility, work time and attendance, getting paid and payroll forms

# STUDENT EMPLOYMENT

## HOW TO FIND AN ON-CAMPUS JOB

**[saic.joinhandshake.com](https://saic.joinhandshake.com)**

To begin your on-campus job search, log in to Handshake and search for on-campus jobs. If you are logging in for the first time, you will be asked to complete a quick survey about your preferences. 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](https://saic.edu/careers)**.

Student employees working remotely must be physically located in the United States.

## HOW TO FIND AN OFF-CAMPUS JOB

**[saic.joinhandshake.com](https://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.

## VISIT CAREER AND PROFESSIONAL EXPERIENCE (CAPX)

**[saic.edu/careers](https://saic.edu/careers)**

If you have questions about the job application process, CAPX can help! Career and Professional Experience advisors can assist with research, applications, résumés, cover letters, portfolios, and interview preparation for jobs on campus and outside SAIC. They also facilitate networking opportunities with SAIC alumni and creative professionals, and host workshops to help you develop employment skills.

Meet with a career advisor to discuss your interests, skills, and internship and job search strategies.

### SCHEDULE AN APPOINTMENT

Make an appointment with a CAPX career advisor or a faculty career advisor via the appointments tab on Handshake.

## GET CONNECTED

In addition to posting opportunities on Facebook and Instagram, CAPX also sends a bi-weekly 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/saic.careers](https://facebook.com/saic.careers)**  
**instagram: @saiccareers**

# ON-CAMPUS EMPLOYMENT

## 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: General Student Employee Position  
\$15.80/hour

Grade 2: Teaching Assistants, Advanced  
Instructional Assistants, Specialist  
\$16.80/hour

NOTE: Jobs and earnings are not guaranteed.

## ON-CAMPUS EMPLOYERS

Students should access Handshake at [saic.joinhandshake.com](http://saic.joinhandshake.com) to apply for all jobs with these departments. Students may not work more than 20 hours per week during the fall and spring semesters.

Instructional Resources  
and Facilities Management (IRFM)

Admissions

Contemporary Practices

Campus Life

Exhibitions/Exhibition Studies

F Newsmagazine

Film, Video, New Media, and Animation

John M. Flaxman Library

Photography

Residence Life

Academic Advising

Architecture, Interior Architecture,  
and Designed Objects

Arts Administration and Policy

Art Education

Art History, Liberal Arts

Art Therapy and Counseling

Art and Technology / Sound Practices

ARTICard Office

Career and Professional Experience

Ceramics

Marketing and Communications

Collections Department

Computer Resources and Information  
Technologies (CRIT)

Continuing Studies-Enrollment Marketing

Deans and Division Chairs

Office of Institutional Advancement

Disability and Learning Resource Center

Continuing Studies-Curriculum and Instruction

ExTV

Fashion Design

Fiber and Material Studies

Foundry



## ON-CAMPUS EMPLOYERS CONTINUED

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Free Radio SAIC

Gene Siskel Film Center

Health Services

Historic Preservation

International Affairs

Joan Flasch Artists' Book Collection

Low-Residency MFA

Multicultural Affairs

Painting and Drawing

Painting and Drawing: Graduate

Performance

Post-Baccalaureate Program

Printmedia

Registration and Records

Roger Brown Study Collection

Sculpture

Student Affairs

Student Financial Services

Video Data Bank

Visual Communication Design

Visual and Critical Studies

Writing Center

Writing Program

Web and eCommunications

CRIT - Web Services



## 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. Students need to be enrolled for at least 6 credit hours (unless it is their last semester to graduate) to work on campus during the fall and spring semesters. *Students may not need FWS eligibility to work on campus.*

One benefit to being paid through the FWS program is that students can list those earning on the next year's FAFSA in both the income and the "Additional Financial Information" sections. The question on the FAFSA for the latter is "Taxable earnings from need-based employment programs, such as Federal Work-Study." FWS earnings listed there will be exempted for purpose of calculating aid eligibility.

Students wishing to work during the summer or winter interim sessions 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), though it is not advisable for a student to work 40 hours if they are also enrolled in classes. **Students may not work more than 20 hours per week during the fall and spring semesters.**

## YOUR EARNING ELIGIBILITY REPORT IN SELF-SERVICE: ON-CAMPUS ELIGIBILITY

Students should electronically request an Earning Eligibility Report in Self-Service. Go to Student Homepage > Other Services Non-Mobile > Earning Report > enter term. This report shows domestic students their total Federal Work-Study (FWS) eligibility amount, how much FWS is already authorized for use and still available, and for both international and domestic students, if they have properly completed the I-9 process to begin working on their first day of employment. Students are not required to have FWS, however, supervisors are asked to give FWS students priority first if considering hiring a domestic student. Students should provide this report to supervisors during the interview and job application process and can send the PDF by email to them.



# INTERNATIONAL STUDENTS (F-1 VISA)

[saic.edu/international/employment](http://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.

Students are required to complete a federal I-9 form and must apply for a U.S. social security number if they do not already have one. Students applying for a social security number must do so within two weeks of employment and should provide Student Payroll with a letter or receipt from the Social Security Administration showing that they have begun the process. Students and managers can visit [saic.edu/studentpayroll](http://saic.edu/studentpayroll) for detailed information.

If evidence of having applied for a Social Security Number is not provided within two weeks of employment, 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.

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## 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. Graduate students who have required observations or fieldwork will work with their department and International Affairs to receive 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 6 credit hours (unless it is their last semester to graduate) 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-weekly 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.







# INTERNSHIPS

## SAIC FOR-CREDIT INTERNSHIP OPTIONS

**A wide range of diverse organizations, businesses, and studios are eager to host SAIC students as interns. The internship course is designed to provide students an opportunity to gain experience as interns in professional arts and design environments and prepare for professional life after SAIC.**

Faculty provide in-depth mentorship and act as a liaison with the internship site helping students meet their learning goals as outlined for the semester. Through group meetings and online discussions, students engage with a peer cohort of students participating in a variety of internships. Students work on-site at internships for a total of 140 hours (approximately 14 hours per week) for the term. Students may register for 1.5 credits for courses 4001/5001, which reduces the internship hours to 70 hours.

Students are required to secure an internship prior to the start of the semester. Internships must be approved by the Career and Professional Experience (CAPX) office.

Students are encouraged to meet with a CAPX advisor for assistance with researching and applying for internships. In order to begin the internship approval process, students must fill out the internship approval request form that can be found on the [saic.edu/careers](http://saic.edu/careers) website.

Students 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. As with other SAIC courses, you must register your internship for course credit before the SAIC semester add/drop date. Tuition is charged for internship courses.

### There are three internship course options:

	PROFESSIONAL PRACTICE: INTERNSHIP AS PROFESSIONAL EXPERIENCE 3900	CAPX INTERNSHIP 4001	CAPX INTERNSHIP 5001
YEAR	Open to juniors and seniors	Open to sophomores, juniors, and seniors	Open to graduate students
TERM	Offered during the fall, spring and summer semesters	Offered during the fall, winter, spring, and summer semesters	Offered during the fall, winter, spring, and summer semesters
CREDITS	Credits: 3.0	Credits: 3.0 or 1.5 Winter: 1.5 credits only	Credits: 3.0 or 1.5 Winter: 1.5 credits only
NOTE	Fulfills professional practice, studio, and off-campus requirements	Fulfills studio and off-campus requirements	

# BEFORE YOU START WORKING YOU MUST COMPLETE THE FOLLOWING:

## 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 employment 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.

**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
- » Drug-Free Certification Statement

Domestic students should also complete the Federal and State W-4 forms (online in Self-Service Employee Center). International students must complete paper versions of the W-4 forms.

Complete these 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 third 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 Work Authorizations —** Once you have secured a job, your supervisor will complete a Student Employment Work 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.

## GETTING PAID & EMPLOYMENT FORMS FOR ON-CAMPUS POSITIONS

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

- » Student Financial Services offers training for students and supervisors. Check with the Student Financial Services Office for the training schedule.
- » Payroll Schedules — Annual payroll schedules are available in the Student Payroll section at [saic.edu/studentpayroll](http://saic.edu/studentpayroll) on the SAIC website.
- » Timesheets — students must submit their timesheet every other Monday by 10:00 a.m.
- » Direct Deposit/Paychecks — You should 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 escalated to the Student Financial Services office, who will in turn contact the student to arrange for pick up and strongly urge students to sign up for Direct Deposit.

# FEDERAL I-9 EMPLOYMENT ELIGIBILITY

## REQUIRED ORIGINAL DOCUMENTS

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 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:
  - 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

### 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

**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-179)
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





**Catie Burrill**

*Furcucu, the Great Wild Green Furloo*, Faux fur,  
foam, and vinyl  
2022

#### Career and Professional Experience (CAPX)

116 S. Michigan Ave., 14th floor  
Chicago, IL 60603

Phone: 312.499.4130  
[saic.edu/careers](http://saic.edu/careers)



**WORK** / The front cover  
pattern of this booklet  
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