

# TERM-TIME EMPLOYMENT | STUDENT GUIDE

## Get Experience. Get Paid. Get Involved.

Whether it's research with faculty, providing IT support, tutoring at a local school, organizing books at the library, or one of the thousands of other term-time positions, working during the academic year can help you grow as both a scholar and a professional.

### TERM-TIME JOBS: BUILD YOUR RESUME, YOUR WALLET, AND YOUR NETWORK

Term-time employment is a great way to earn money and get involved with the UChicago community. 40% of College students work on-campus, and many additional students work off-campus or do academic-year internships. These roles have many benefits, including:

- **Earn income** to use for your educational costs or personal expenses
- **Gain experience and skills** that will make you a strong candidate for summer internships and full-time jobs
- **Meet staff and faculty mentors** who can support your academic, professional, and personal growth
- **Make friends and connections** across campus

### FIRST STEPS

Before you begin your search, here are a few tips that will help you put your best foot forward:

- **Start early:** the peak hiring period is a few weeks before the start of each quarter, especially Autumn Quarter
- **If you want an Autumn Quarter job,** late August or early September is a great time to start applying
- **Update your resume:** use [Career Advancement's resume toolkit](#) to get your resume ready for applications

### FIND A TERM-TIME JOB

When you are ready to start applying, UChicago offers many resources to help students find term-time employment:

- **UChicago Handshake:** a database with on-campus jobs, internships, and more! [Log in here](#)
  - [Visit this page](#) to learn more about finding jobs on Handshake
- **Student Employment Newsletter:** a weekly e-newsletter that features term-time job openings. [Sign up here](#)
- **Research Opportunities Database:** a resource for academic research opportunities offered by the College Center for Research and Fellowships. [View the database here](#)

### USE YOUR FEDERAL WORK-STUDY BENEFITS

If you qualify for financial aid, your package may include Federal Work-Study. The wages for work study-eligible positions are subsidized by the government. To use these benefits:

- **Apply for a qualifying on-campus or off-campus job** - you can use the resources above to search for opportunities!
- **If you are hired into an Federal Work-Study position,** [follow the steps on this page](#) to get the required Employment Authorization Form
- **Submit the authorization form** to the hiring manager for your job

### INFORMATION FOR INTERNATIONAL STUDENTS

Most term-time jobs are open to international students. Your visa status determines whether or not you need to submit some paperwork before you start a term-time job.

- F-1 Visa Holders:
  - **On-campus jobs:** do not require any authorization, permission, or additional documentation in most cases
  - **Off-campus jobs:** contact OIA about applying for [Curricular Practical Training](#) authorization
- J-1 Visa Holders:
  - **On-campus jobs:** submit [J-1 On-Campus Employment Report Form](#) to OIA before you begin working
  - **Off-campus jobs:** contact OIA about applying for [Academic Training](#) authorization
- [Visit this page](#) to learn more about on-campus employment for international students
- F-1 and J-1 visa holders are limited to working part-time (no more than 20-hours per week) during the academic quarter but may exceed that during break periods (e.g. summer quarter)

# TERM-TIME EMPLOYMENT

## UPCOMING EVENTS

Save the date for these important events! These programs are a key step to getting hired: you will learn about how to find opportunities, which departments on campus are hiring, and how you can put together a strong application.

### Student Employment 101: Jobs & Work-Study

Looking for your first on-campus job? Join us for a “Student Employment 101” info session to learn how to begin your on-campus job search and how Federal Work-Study students can use their benefits.

- [August 27, Noon - 1:00 PM](#) *Virtual*
- [September 10, Noon - 1:00 PM](#) *Virtual*
- [October 14, Noon - 1:00 PM](#) *In-Person*

### Nonprofit Student Employment

In addition to on-campus roles, students can also use their Federal Work-Study benefits to work with local nonprofits for community service jobs. Come learn more about public interest Student Employment opportunities at these exciting events!

- September 30, Noon - 1:00 PM: [Student Employment 101: Jobs, Work-Study, & Community Connections](#)
- October 2, Noon - 1:00 PM: [Student Employment 101: Jobs, Work-Study, & Community Connections](#)
- October 7, 4:30 - 5:30 PM: [Applying for Policy Jobs & Student Employment](#)

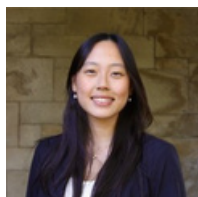
### Finding Opportunities

Learn how you can find a great term-time job in your area of interest, whether it's an on-campus role, a research assistantship, or an academic-year internship!

- August 20, 1:00 - 2:00 PM: [Search Strategies and Recruiting Prep Essentials](#)
- October 8, 12:30 - 1:30 PM: [Campus Research and Employment](#)
- October 24, 12:00 - 1:00 PM: [Arts and Humanities Opportunities On-Campus](#)

### UChicago Fall Career Fair | September 29

Meet and network with top employers from finance, consulting, corporate strategy, nonprofit, technology, and more. Open to all UChicago undergraduates, this is a great opportunity to learn about internship and full-time roles and make early connections before applications are due. **Key on-campus partners and off-campus Federal Work-Study employers will be present!**



**NouNou Chang**  
Class of 2027

**Majors:**

- Business Economics
- Data Science

**Student Position:**

- Private Swim Instructor for UChicago Athletics

“Teaching swim lessons in the Hyde Park and UChicago community has been a rewarding way to connect with people of all ages while building real-world communication and leadership skills.”



**Hewitt Watkins**  
Class of 2027

**Major:**

- Computer Science: Machine Learning

**Student Position:**

- Research Assistant for Professor Sarah Sebo, Department of Computer Science

“In UChicago’s HRI Lab, I had the opportunity to work at the frontier of human-robot interaction research, combining robots, large language models, and social-emotional learning.”