

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)