

# STUDENT EMPLOYMENT GUIDE

2009 -2010



School of the Art Institute  
of Chicago

[www.saic.edu](http://www.saic.edu)



## INTRODUCTION TO STUDENT EMPLOYMENT

Students can supplement funding their education with a part-time job on or off-campus. SAIC Career Development offers resources that are available to all degree-seeking students and alumni. The opportunities database, SAIC Launch ([www.saiclaunch.com](http://www.saiclaunch.com)), lists jobs and is updated daily by employers specifically looking for SAIC students. Career Development Peer Advisors are available to help with your search. You can also schedule an appointment with a Career Advisor for help with preparing your résumé, developing job search strategies and choosing the right position for your needs and skill level.

## ON-CAMPUS EMPLOYMENT

Jobs are available in most departments at SAIC. The application process varies for each department, but usually includes filling out an application, followed by a brief interview. Positions are available at all skill levels. Some require little or no previous experience and others require specialized skills. Most on-campus positions are reserved for students with Federal Work-Study eligibility, though in a few cases Institutional Earning Eligibility is available. These jobs help you to develop employment skills and complement your class schedule. Office jobs generally have weekday hours, while jobs such as those in libraries and wood/metal shops have weekend and evening hours.

Pay rates range from \$8.00–\$9.50/hr for undergraduate students and up to \$11.50/hr for graduate students.

### QUICKS TIPS FOR FINDING ON-CAMPUS EMPLOYMENT

- Positions are competitive and filled based on the needs of each SAIC department. A job is not guaranteed for each student. Check job listings on the Career Development website for employment opportunities: [www.saiclaunch.com](http://www.saiclaunch.com)
- Begin looking for employment as soon as you are enrolled and able to access the Portal and the [saiclaunch.com](http://saiclaunch.com) website. It is recommended that you begin the process at least 1 month prior to the start of each semester. Contact departments directly about positions that interest you.
- Carefully follow directions when applying for employment. Each SAIC department has different application requirements. Some require just an application while others may request a resume and cover letter. A portfolio review may also be required.
- Check your class schedule and be sure of the days and times you are available to work when applying for jobs.
- Complete all required employment forms BEFORE you begin looking for on-campus employment to expedite the hiring process. Page 3 of this guide lists the required documents you will need to complete these forms. The forms are available in the SAIC student Portal.

### EXAMPLES OF ON-CAMPUS POSITIONS INCLUDE:

Visiting Artists Program assistant  
Sullivan Galleries installation crew  
Gallery X attendant  
*F News* magazine distributor  
Wood/Metal Shop tech  
Flaxman Library assistant

Video Data Bank assistant  
Exhibitions & Events office assistant  
Rymer Gallery assistant  
Media Center assistant  
School Tour Guide  
Projectionist

### TEACHING ASSISTANTSHIP POSITIONS

Teaching Assistantships are available for graduate students by application. Most studio and academic departments offer TA positions. Any graduate student with relevant experience may apply for any TA position. You must apply electronically through the Career Development website [www.saic.edu/careers](http://www.saic.edu/careers) by the semi-annual due date (March for Fall and Winter TAs, and October for Spring and Summer TAs). Exact deadlines change each year and are posted on the website along with other important details.

TABs are paid \$12.00/hr for assisting to teach a class, and TAAs \$20/hr for teaching a class, and do not require Federal Work-Study eligibility. Most TA positions require 6 hours of in-class time per week, although some only require 3 hours. Occasionally, positions also require additional preparation time outside of class. TA positions do not provide tuition waivers but are a useful way to build your teaching experience and your résumé.

### OFF-CAMPUS EMPLOYMENT

Employers post positions on [saiclaunch.com](http://saiclaunch.com) for all kinds of part-time, freelance and full-time positions that require the skills you are developing at SAIC. Pay rates are usually based on previous experience and the skills needed for the job. Check out the variety of jobs available on [saiclaunch.com](http://saiclaunch.com).

(See page 8 of this guide for more information about off-campus employment.)

### COOPERATIVE EDUCATION INTERNSHIP PROGRAM (CO-OP)

The Cooperative Education Internship Program enables students to earn course credit toward their degrees, often with pay, while exploring career opportunities in the arts that complement their studies. Co-op is the single most important career activity you can participate in while you are a student at SAIC to prepare for employment.

While participating in Co-op, students work part-time in a wide variety of art-related positions in Chicago and throughout the country. Co-op enables students to learn about workplace cultures and develop skills that are specific to their artistic path. Co-op employers include exhibiting institutions, design firms, production companies, artists' studios, cultural organizations and more.

Attend an orientation to find out more about the Co-op Program. Orientation dates are listed on Co-op's website: [www.saic.edu/coop](http://www.saic.edu/coop) or stop by the Co-op office at 36 South Wabash, Suite 1204. Contact: 312.629-6810, [co-op@saic.edu](mailto:co-op@saic.edu).

## EMPLOYMENT ELIGIBILITY

- If you are enrolled for the Fall/Spring semesters and are receiving financial aid, your earning eligibility each semester will have been included on your financial aid award letter. Amounts vary based on financial need and academic level.
- If you are enrolled in Winter or Summer terms and plan to work, consult with a Student Financial Services advisor to request employment eligibility. Not all students are eligible to work during these terms.
- Students must demonstrate enrollment of at least half-time status before any employment paperwork can be processed.
- Students employed during the Winter or Summer terms must have an enrollment status of at least half-time in the preceding term (6 credit hours during the preceding Fall or Spring) and be enrolled in the following term, with the exception of those in their final term prior to graduation.
- If you meet the requirements to work during the Winter or Summer terms, you may be eligible to work up to 40 hours per week during those terms (all jobs combined) if you are not enrolled in classes.
- Employment is limited to 20 hours per week for International students during Fall and Spring terms and 40 hours during Winter and Summer terms.
- Guidelines for the federal student employment program suggest working no more than 20 hours per week for terms in which you are enrolled. If available, you may be able to work up to 40 hours per week in terms which you are not enrolled.

## EMPLOYMENT ELIGIBILITY PROCESS FOR INTERNATIONAL STUDENTS

International students must visit the SAIC International Affairs office to receive important employment information, including:

- Social Security Letter for SAIC F-1 Students.
- Social Security Number Application Process for F-1 International Students.
- Students in F-1 status are eligible to apply for a Social Security Number (SSN) through the Social Security Administration (SSA) only if they have a job (on-campus, authorized Co-op/CPT, or OPT.) SAIC requires you to present evidence of applying for your SSN (receipt letter) by the end of the third business day after your first day of work. If you do not provide evidence of having applied for your SSN within the three day requirement, you may be terminated from your position.

### Documents you will need to apply for a Social Security Number:

- Social Security Letter for SAIC F-1 Students from International Affairs.
- Most recent I-20 Form, which should have been stamped by the Port of Entry official with “F-1 D/S” when you last entered.
- Valid passport with F-1 visa.
- I-94 card, which should be stamped with “F-1 D”.
- SAIC International Affairs provides complete instructions about how to apply for a Social Security Number. Laws regulating employment for International students change often. Only SAIC International Affairs can advise you correctly regarding eligibility.
- SAIC International Affairs is located at in the Sullivan Center, 36 South Wabash, Suite 1203. Contact: 312.629.6830, intaff@saic.edu.

### FORMS YOU ARE RESPONSIBLE FOR COMPLETING

If you are a first time SAIC employee, submit an I-9 packet before you begin working. The I-9 packet includes:

- I-9 Employment Eligibility Verification form.
- Federal and State W-4 forms.
- Drug-Free Certification Statement.
- You must complete these forms immediately to meet federal regulations. Students should not begin working until this paperwork is processed. Work authorizations and timesheets may not be processed until these forms have been submitted. The I-9 packet is available from the Student Financial Services office and portal page. Staff can also assist you with completing these forms.
- You and your supervisor must also submit a Work Authorization form to Student Financial Services prior to your first day of work.

### FORMS ARE AVAILABLE ON THE PORTAL AND AT SAICLAUNCH.COM

- Portal > Services > Jobs and Careers > Student Employment | saiclaunch.com > Documents > SAIC career guides and resources

### GETTING PAID

- Student employees are required to submit a bi-weekly timesheet, which must be given to their supervisors prior to the timesheet due date, so that the supervisor can submit it by the timesheet deadline.
- You may pick up paychecks at the Cashier/Bursar’s Office according to the Student Payroll Schedule. Paychecks not picked up are mailed after 14 days. Complete a Direct Deposit form to have paychecks electronically deposited into your bank account.

**To complete Form I-9: provide one document from  
List A -OR- one document from List B -AND- List C.**

**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 or machine-readable immigrant visa.
4. Employment Authorization Document that contains a photograph (Form I-766).
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the 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. U.S. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States.
2. Certification of Birth Abroad issued by the Department of State (Form FS-545).
3. Certification 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.

**FOR EXAMPLE, A DOMESTIC STUDENT MAY SUBMIT:**

A: U.S. Passport **-OR-** B: Driver's license **-AND-** C: Social Security Card  
B: School ID with photo **-AND-** C: Birth Certificate



## TYPES OF EMPLOYMENT AT SAIC

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### CLERICAL: CURRICULUM & STUDENT SERVICES SUPPORT

Academic Advising and Student Success  
312.629-6800 | studenthelp@saic.edu

Admissions Office  
312.629-6100 | admiss@saic.edu

Architecture, Interior Architecture,  
Designed Objects  
312.629-6650 | aiado@saic.edu

Arts Administration & Policy  
312.899-1232 | artsadmin@saic.edu

Art Education  
312.899-7481 | arted@saic.edu

Art History, Theory & Criticism  
312.345-3788 | sdegra@saic.edu

Art Therapy  
312.899-7481 | arttherapy@saic.edu

Art & Technology Studies  
312.345-3564 | ats@saic.edu

ARTICard Office  
312.629-9362 | articard@saic.edu

Campus Life & Residence Life  
312.629-6870 | student\_life@saic.edu

Career Development  
312.629-6820 | careers@saic.edu

Ceramics  
312.443-3732 | ceramics@saic.edu

Continuing Studies  
312.629-6170 | cs@saic.edu

Cooperative Education Program  
312.629-6810 | co-op@saic.edu

Deans and Division Chairs  
312.899-1291 | anepokroeff1@saic.edu

Disability & Learning Resource Center  
312.499-4278 | tthrower@saic.edu

Early College Program  
312.899-7458 | ecp@saic.edu

Electronics & Kinetics (ATS)  
312.345-3620 | ayu@saic.edu

Fashion Design  
312.629-6710 | fashion@saic.edu

Fiber & Material Studies  
312.899-5134 | kloomis@saic.edu

Film, Video & New Media  
312.345-3827 | fvm@saic.edu

First Year Program  
312.899-5180 | fyp@saic.edu

Health Services  
312.499-4288 | healthservices@saic.edu

Historic Preservation  
312.629-6680 | hpres@saic.edu

Holography  
312.345-3567 | ekac@saic.edu

International Affairs  
312.629-6830 | intaff@saic.edu

Liberal Arts  
312.345-3788 | sdegra@saic.edu

Multicultural Affairs  
312.629-6867 | multicultural\_affairs@saic.edu

Ox-Bow  
312.629-6155 | oxbow@saic.edu

Painting & Drawing: Undergraduate  
312.443-3785 | ptdwoffice@saic.edu

Painting & Drawing: Graduate  
312.345-3593 | ptdwoffice@saic.edu

Performance  
312.443-3782 | performance@saic.edu

Photography  
312.443-7277 | photo@saic.edu



The Poetry Center of Chicago  
312.899-1229 | info@poetrycenter.org

Post-Baccalaureate Program  
312.629-6100 | admiss@saic.edu

Printmedia  
312.857-7660 | printmediasaic@saic.edu

Registration and Records  
312.629-6700 | saic.registrar@saic.edu

Residence Life  
312.629-6870 | student\_life@saic.edu

Sculpture  
312.443-3754 | sculpture@saic.edu

Sound  
312.345-3579 | sound@saic.edu

Student Financial Services  
312.629-6600 | finaid@saic.edu

Visual Communications  
312.899-5190 | kloomis@saic.edu

Visual & Critical Studies  
312.345-3787 | tmcclle@saic.edu

Writing  
312.899-5094 | wprogr@saic.edu

## TECHNICAL: HANDS-ON

Foundry  
312.443-3552 | dmatheson@saic.edu

IRFM Classroom and Equipment Support  
312.443-3398 | mpollard@saic.edu

IRFM Equipment Training/  
Authorizations/Software Workshops  
312.345-9120 | oarango@saic.edu

IRFM Media Centers  
(MacLean, Columbus, Sharp)  
312.629-1352 | prichter@saic.edu

IRFM Instructional Shops & Resale Centers  
ishops@saic.edu | resale@saic.edu

## TECHNICAL: COMPUTER

Computer Resources & Information  
Technologies (CRIT)  
312.345-3535 | crithelpdesk@saic.edu

IRFM Equipment Training/  
Authorizations/Software Workshops  
312.345-9120 | oarango@saic.edu

IRFM Media Centers  
(MacLean, Columbus, Sharp)  
312.629-1352 | prichter@saic.edu

## GALLERY, EXHIBITION, & EVENTS

Exhibitions & Events/Exhibition Studies  
312.443-3703 | saic\_brg@saic.edu

Visiting Artists Program  
312.899-5185 | events@saic.edu

Exhibition Curricula Office  
312.899-1459 | eco@saic.edu

## LIBRARY & MEDIA

ExTV  
312.345-3609 | extv@saic.edu

*F Newsmagazine*  
312.345-3756 | pelitzik@saic.edu

Free Radio SAIC  
312.345-3609 | freeradio@saic.edu

Gene Siskel Film Center  
312.846-2080 | jdempsey@saic.edu

Joan Flasch Artists' Book Collection  
312.899-5098 | aboehme@saic.edu

John M. Flaxman Library  
312.899-5097 | flaxci@saic.edu

MacLean Visual Resource Center  
312.899-1224 | adice@artic.edu

Roger Brown Study Collection  
773.929-2452 | lstone@saic.edu

Video Data Bank  
312.345-3550 | info@vdb.org

## OFF-CAMPUS EMPLOYMENT

### PREPARING FOR AND FINDING OFF-CAMPUS EMPLOYMENT

Preparation is the key to getting hired and Career Development can assist you with a successful job search. Career advisors can be particularly helpful by assisting with research, applications, résumés and cover letters. When an interview involves showing your work, an advisor can help you prepare a portfolio that will be most appropriate for the position. Interview preparation can also help you make a good impression and feel more confident about the process.

### UNDERSTANDING THE JOB MARKET: HIDDEN VS. ADVERTISED JOBS

Hidden Jobs: Why are 80% of jobs never advertised?

- Cost: Finding, hiring and training employees is very costly for employers.
- Referrals: Hiring someone recommended by an employee or colleague is faster, cheaper and a safer bet.
- No need to advertise: Qualified candidates are already seeking out and finding the employer.
- The job does not exist yet: Many positions are created for the right candidate at the right time.

### ADVERTISED JOBS

Employers often advertise jobs in high demand, with a limited number of qualified candidates and high turnover rates.

Places where you find advertised jobs may include:

- Published sources: Classified ads in newspapers, trade journals and community sites like Craigslist.org.
- Internet job sites: Monster, CareerBuilder, Yahoo HotJobs, etc.
- Positives: Comfortable and easy because you go where you're being invited to look for jobs.
- Negatives: Frustrating, slow, highly competitive.
- Few niche and creative jobs are advertised.

## STRATEGIES FOR PURSUING EMPLOYMENT

- Be prepared to respond to job openings immediately. Have your résumé and cover letter ready.
- Understand your skills and strengths and know how to describe them to potential employers.
- Stand out from other candidates: highlight for the employer what makes you the best candidate for the job.
- Research the industry, employer, and the job to understand how that business and industry operates.
- Learn the language and keywords of the business and industry in which you are interested.
- Pursue employers and organizations, not just the specific advertised job you have found.
- Direct your application to a person by name. Never use “To whom it may concern.” If you are unable to find the name of the right person, use “Dear Hiring Manager.”
- When you apply for a job, follow up with the employer and show your initiative by asking for an interview — don’t just send a résumé and hope for the best while you wait to hear back.
- Connect with the employer’s network and find someone the employer trusts to recommend you.
- Network! Your contacts will help you learn about the 80% of jobs that may never be formally announced.
- Don’t make advertised jobs your primary focus. Look for opportunities on niche job sites, such as [chicagoartistsresource.org](http://chicagoartistsresource.org), [idealist.org](http://idealist.org) and [saiclaunch.com](http://saiclaunch.com) rather than the large job sites.

Information in this guide is current as of the Spring 2009 semester. Contact information for departments changes occasionally. Please check the saic.edu website and student portal for updated contact information.

Prepared by Career Development, International Affairs and Student Financial Services. Please consult with these departments if you need additional assistance with student employment:

**CAREER DEVELOPMENT**

Sullivan Center, 36 S. Wabash, 1204  
312.629-6820 | careers@saic.edu

**INTERNATIONAL AFFAIRS**

Sullivan Center, 36 S. Wabash, 12th floor  
312.629-6830 | intaff@saic.edu

**STUDENT FINANCIAL SERVICES**

Sullivan Center, 36 S. Wabash, 1218  
312.629-6600 | finaid@saic.edu



**School of the Art Institute  
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**36 South Wabash Ave.  
Chicago, IL 60603  
800-232-SAIC**

- Follow SAIC News and Events on **Twitter** at [twitter.com/saic\\_news](https://twitter.com/saic_news)
- Join our **Facebook Community** by joining our "The School of the Art Institute of Chicago" fan page.