



SCAN QR  
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CHECK-IN

# Upcoming Events

- ▶ **Student Employment JLD Employer Connection - Connect with Envision Unlimited**
  - ▶ Monday, January 22, 2024 1:00 pm - 2:00 pm Virtual via Zoom
  - ▶ Join this co-facilitated presentation with Envision Unlimited to learn about the Job Location and Development Program and how to network with employers. Hear from Envision Unlimited representatives to learn about networking, career development experiences, and ways to get involved with the JLD Program.
  - ▶ Envision Unlimited provides services to individuals with special needs and disabilities with positions such as program coordinators, program assistants, mental health specialists, and more.
  - ▶ **Majors include** Social Sciences, Psychology, Social Work, Sociology
- ▶ **Expand your job search with the JLD Program!**
  - ▶ Tuesday, January 23, 2024 12:00 pm - 12:30 pm Virtual via Zoom
  - ▶ Are you interested in off-campus part-time employment? This information session explores the Job Location and Development program. Learn about requirements, benefits, and more!



# Handshake: Take the first step!

Presented by Daisy Pureco

# In this workshop we will go over:

- ▶ What is Handshake?
- ▶ Why you should use Handshake!
- ▶ How to apply for on/off-campus positions
- ▶ Required documents for applications
- ▶ Handshakes Career Center
- ▶ Benefits of working on-campus
- ▶ Student Employment Resources



# Student Employment Resources

- ▶ On-Campus Employment
- ▶ Off-Campus Employment/ Part-Time Local
- ▶ Handshake Assistance
- ▶ Job Location and Development (JLD) Program
- ▶ Individual Career Advising and Walk-In Hours
- ▶ Career Development Workshops and Job Fairs

# Job Location and Development Program

- ▶ The Job Location and Development (JLD) is a federally funded program designed to help students find career related off-campus, part-time employment while attending school.
- ▶ Benefits: Assistance with creating an effective resume and cover letter, Individual career advising and interviewing tips, tailored job emails, Job search strategies and referrals
- ▶ Requirements:
  - ▶ Must be a UIC Student registered for at least 6 credit hours
  - ▶ U.S. Citizens or Permanent Residents only
  - ▶ Cannot be a graduating senior in your last semester; Graduate students are eligible
  - ▶ Eligible to all degree level seeking students

**How can I find  
a job?**



# Handshake!- [uic.joinhandshake.com](https://uic.joinhandshake.com)

- ▶ Handshake is the **#1 way UIC students find jobs!**
- ▶ It is UIC's exclusive online job board specifically designed for **students and alumni.**
- ▶ It is the only platform where you can find on-campus positions!
- ▶ If you are an enrolled and registered student, you **AUTOMATICALLY** have an account.
  - ▶ Login using your UIC credentials (UIC email)

# Why should you use Handshake?

## 1

### **Get hired**

Discover and land jobs.

## 2

### **Get discovered**

Get messaged by employers that want to hire you.

## 3

### **Get connected**

Connect with your peers for tips and advice.

## 4

### **Get it all in one place**

From career-building resources to events on your campus.

- Handshake allows you to view all job postings for part-time, full-time, on-campus, and internship positions!
- You can set up 1:1 career advising appointments and explore upcoming events such as workshops and job fairs!

# Where and how to apply



## Get the job done .

**Students**  
Launch the next step in your career.

**Employers**  
Hire the next generation of talent.

**Career Centers**  
Bring the best jobs to your students.

[Learn More](#)

No account? [Sign up here.](#)

Handshake: [uic.joinhandshake.com](https://uic.joinhandshake.com)



University of Illinois at Chicago

University of Illinois at  
Chicago Sign On >

You can also sign in with your email address.  
(Please use your .edu address, if applicable.)

# Sign-in

The screenshot shows the LinkedIn Jobs interface. At the top left is the LinkedIn logo and navigation links for Jobs, Events, and Employers. At the top right are links for Inbox, Career Center, and a notification badge for 35. The main content area features a large dark blue banner with the text: "The best way to get noticed by employers? Reach out." To the right of this banner are two white cards with right-pointing arrows. The first card is titled "Attend an event" and says "Learn more about employers or roles you're interested in, directly from the source." The second card is titled "Reply to Northwestern Mutual - Greater Chicago" and says "Northwestern Mutual - Greater Chicago messaged you 14 days ago. Respond to make a good impression." Below the banner is a white bar with the "UIC" logo and the text "University of Illinois at Chicago Career Center → View your school's resources". Underneath is a section titled "What's it really like to work there?" with the subtitle "Attend group sessions and events to learn things about companies you can't get online." This section contains three event cards: "Diversity Career Fair" on Jul 27 by Center for Healthcare, "We're Hiring NOW!!!" on May 19 by NSS Lending, LLC, and "Professional Development Bootcamp" on Jul 29 by Huron Consulting.

Jobs Events Employers

Inbox Career Center 35

## The best way to get noticed by employers? Reach out.

### Attend an event

Learn more about employers or roles you're interested in, directly from the source.

### Reply to Northwestern Mutual - Greater Chicago

Northwestern Mutual - Greater Chicago messaged you 14 days ago. Respond to make a good impression.

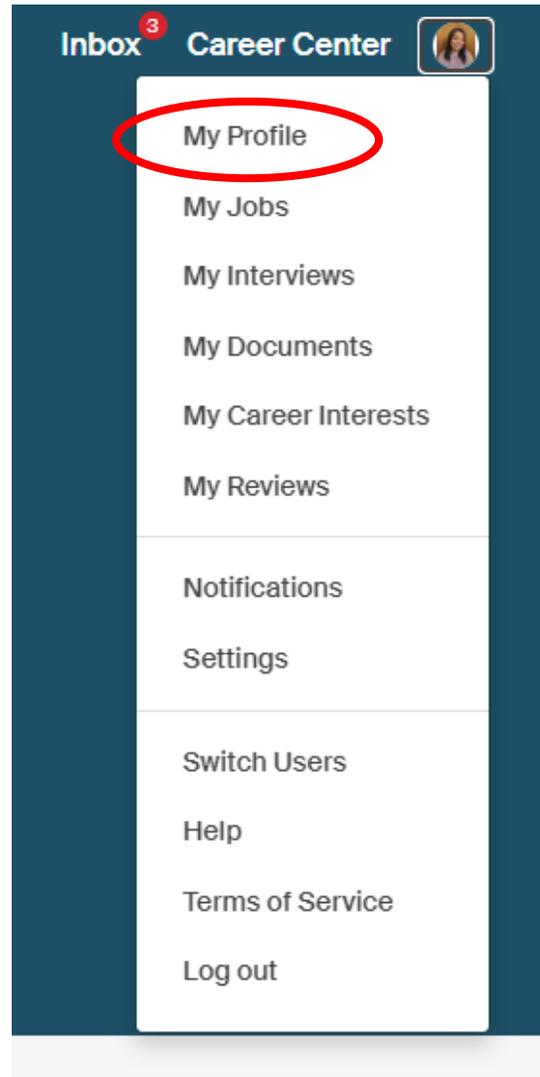
**UIC** University of Illinois at Chicago Career Center →  
View your school's resources

### What's it really like to work there?

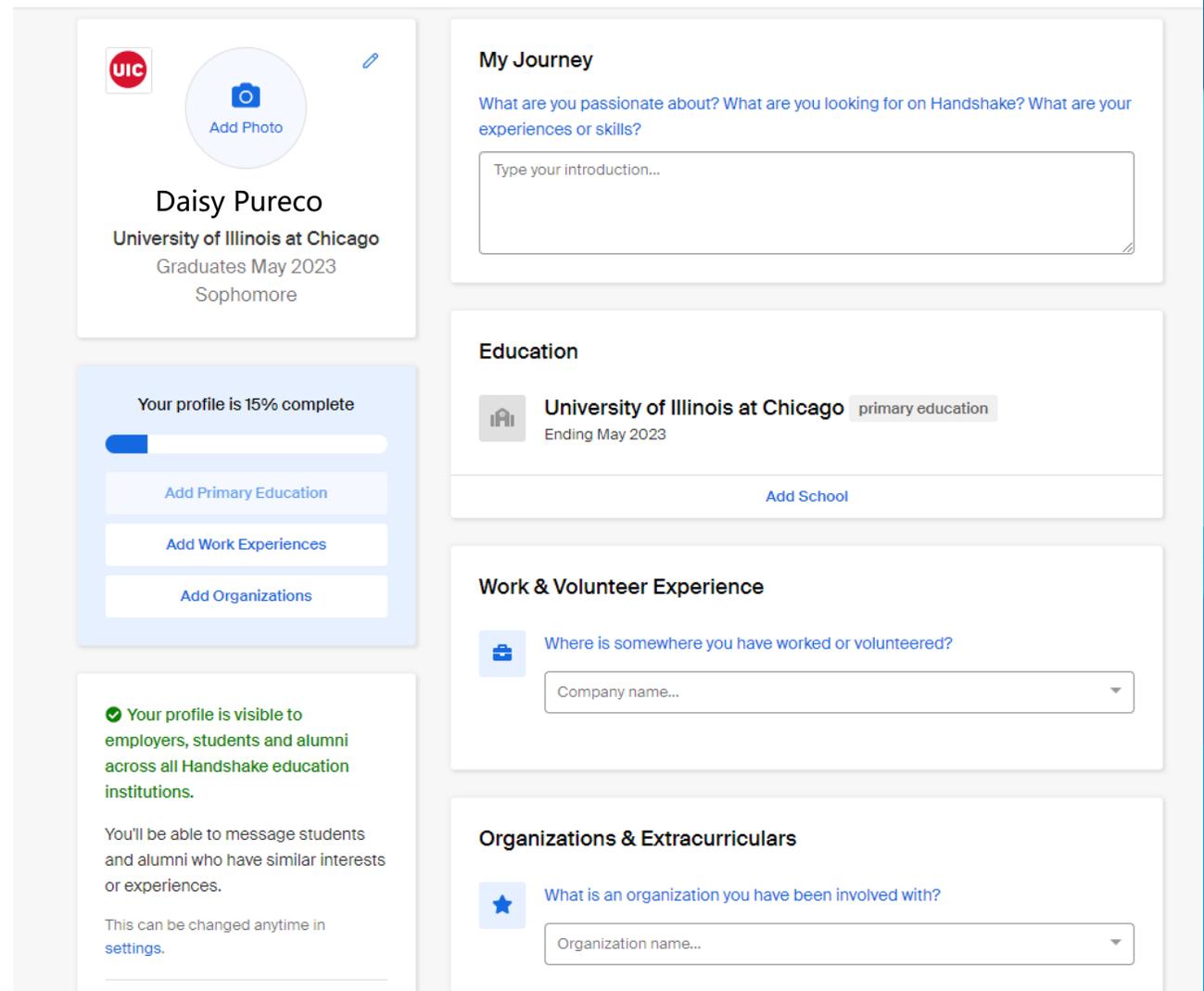
Attend group sessions and events to learn things about companies you can't get online.

Date	Event Title	Duration	Host
Jul 27	Diversity Career Fair	Virtual group session • 5 hr	Center for Healthcare
May 19	We're Hiring NOW!!!	Virtual group session • Multi-day	NSS Lending, LLC
Jul 29	Professional Development Bootcamp	Virtual group session • Multi-day	Huron Consulting

# Update Profile



The image shows a vertical navigation menu for the Handshake Career Center. At the top, there are links for 'Inbox' (with a red notification badge containing the number '3') and 'Career Center' next to a user profile picture. Below these are several menu items: 'My Profile' (highlighted with a red oval), 'My Jobs', 'My Interviews', 'My Documents', 'My Career Interests', 'My Reviews', 'Notifications', 'Settings', 'Switch Users', 'Help', 'Terms of Service', and 'Log out'.



The image displays a user profile page for Daisy Pureco. At the top left is the UIC logo and a circular 'Add Photo' button. The profile name 'Daisy Pureco' is followed by 'University of Illinois at Chicago' and 'Graduates May 2023' with 'Sophomore' listed below. A progress bar indicates 'Your profile is 15% complete' with buttons for 'Add Primary Education', 'Add Work Experiences', and 'Add Organizations'. A green checkmark icon and text state: 'Your profile is visible to employers, students and alumni across all Handshake education institutions. You'll be able to message students and alumni who have similar interests or experiences. This can be changed anytime in settings.' The right side of the page features three sections: 'My Journey' with a text input field for an introduction; 'Education' showing 'University of Illinois at Chicago' as primary education ending in May 2023, with an 'Add School' button; and 'Work & Volunteer Experience' with a dropdown menu for 'Where is somewhere you have worked or volunteered?' and a 'Company name...' input field. The bottom section is 'Organizations & Extracurriculars' with a dropdown menu for 'What is an organization you have been involved with?' and an 'Organization name...' input field.

# Tips for updating your profile

- ▶ Use “Employer View” feature to ensure employers can see your information displayed
- ▶ Include volunteer experiences! (not all resume/profile experience has to be paid!)
- ▶ Ensure your major/academic year is correct
- ▶ Select your interests (there is an on-campus job option!)
- ▶ Set up an appointment or stop by drop-in hours to get your profile reviewed!

# Upload Documents

Inbox <sup>3</sup> Career Center 

- My Profile
- My Jobs
- My Interviews
- My Documents**
- My Career Interests
- My Reviews
- Notifications
- Settings
- Switch Users
- Help
- Terms of Service
- Log out

## Documents

Add more resumes, cover letters, or transcripts

[Add New Document](#)

### Resumes

Name	On Profile	Date Added
<a href="#">Resume-Daisy-Pureco</a>	 Visible	June 29th 2022

### Cover Letters

You don't currently have any cover letters uploaded. Why not [upload one?](#)

### Transcripts

You don't currently have any transcripts uploaded. Why not [upload one?](#)

### Other Documents

You don't currently have any other documents uploaded. Why not [upload one?](#)

Add more resumes, cover letters, or transcripts

[Add New Document](#)

# What documents do I need to apply for positions?

- ▶ Resume
- ▶ Cover Letter
- ▶ Federal Work Study Proof
- ▶ Academic Schedule

# 1<sup>st</sup> Year UIC Student Resume Sample

Example: 1<sup>st</sup> year UIC student - See our website for more

## MELISSA SHAH

(773) 330-5000 • 100 Main Street, Bolingbrook, IL 60193 • smithm123@uic.edu

### EDUCATION

**University of Illinois at Chicago (UIC), Chicago, IL**  
*Bachelor of Science in Economics, Expected May 2025*

**Bolingbrook High School, Bolingbrook, IL**  
*High School Diploma, May 2021*  
GPA 3.3/4.0; Honor Roll 2/8 semesters

Can include HS education and experiences until end of sophomore year

### SKILLS

*Languages:* Hindi & Urdu (Advanced oral communication skills); Spanish (beginning reading & writing)  
*Computer:* iMovie, Prezi, Google Suite (Docs, Sheets, Slides)

Emphasizes transferable skills such as communication and analytical skills

### PROFESSIONAL EXPERIENCE

**Chicago Accounting Mentor Program (CAMP), Chicago, IL**  
*Intern, June 2021-Aug. 2021*

- Selected to participate in competitive pre-accounting program designed to introduce high school students to accounting practices and strengthen communication skills needed in the professional workplace
- Communicated with 3 instructors (in person & via e-mail) about how to create Excel spreadsheets to track weekly and monthly expenditures; received daily critiques on how to improve overall spreadsheets
- Analyzed client needs to create Excel workbook that fit client requirements and stayed within budget

**Gap Kids, Naperville, IL**  
*Sales Associate, Sept. 2019-May 2021*

- Listened attentively to customer feedback and answered questions regarding products and availability
- Exceeded assigned sales goals (on average \$2,000 per shift) and met credit card enrollment targets
- Maintained and organized store merchandise daily to ensure professional store appearance

Includes specific goals exceeded and action verbs

### LEADERSHIP EXPERIENCE

**Student Government Class Board, Bolingbrook High School, Bolingbrook, IL**  
*Class Representative, Aug. 2019-Jun. 2021*

- Collaborated with 6-member board to plan all school events including Homecoming Week, Prom and Senior Week including creating schedules, coordinating day of events and promoting events to students
- Held weekly office hours to allow students to voice concerns and share feedback; took student concerns to administration and advocated for equitable student access to honors and advanced placement classes

Uses action verbs and emphasizes transferable skills like teamwork and communication

### EXTRACURRICULAR EXPERIENCE

**Flames Leadership Network (FLN), UIC, Chicago, Aug. 2021-Present**

- Selected to participate in program to develop student leadership and career readiness skills
- Attend workshops on topics such as strengthening group facilitation ability and choosing a major

# Transfer Student Resume Sample

Example: Transfer Student - See our website for more

**Jose Sanchez**

(773) 555-5000 • Chicago, IL • jsanchez500@uic.edu

Name is BOLD and is largest font on resume. Contact information is professional and easy to find

## PROFESSIONAL PROFILE

- Bilingual (Spanish/English) applicant
- Offers social media expertise (Google Analytics, Instagram & Facebook)
- Collaborative, attentive individual with passion for creating interactive marketing campaigns

OPTIONAL Profile highlights relevant skills

## EDUCATION

University of Illinois at Chicago (UIC), Chicago, IL

**Bachelor of Arts in Communication**

Honors College, GPA 3.5/4.0

Degree is written out in full and is BOLD which helps it stand out

May 2020

Oakton Community College, Skokie, IL

**Associate of Arts in Applied Studies**, GPA 3.3/4.0

Can include Community College experience, but is not required

May 2017

## WORK EXPERIENCE

**Social Media Marketing Intern**

May 2019-Aug. 2019

- Scheduled content for Facebook and Instagram via Hootsuite and composed captions 4 times per week
- Coordinated logistics for 5 photoshoots by scouting the location, poses, outfits, props, and subject
- Increased follower count by 2,500 on Instagram through focusing on customer interaction and contests

UIC Housing Services, Chicago IL

**Residence Hall Front Desk Aide**

Oct. 2018-Apr. 2019

- Managed all front desk operations for undergraduate residence hall of 200+ students which included providing excellent customer service to all students, guests and delivery drivers during each shift
- Processed and sorted mail for all student residents, paying special attention to ensure proper delivery
- Implemented residence hall and UIC policies and procedures and worked with UIC Police as needed

## LEADERSHIP EXPERIENCE

UIC Reads Service Club, Chicago, IL

**Membership & Training Coordinator**

Jan. 2018-Present

- Recruit 20+ UIC students per year to serve as reading tutors in four 2<sup>nd</sup> grade classes at Smith Elementary
- Promote service opportunity to UIC students via frequent social media (Facebook & Instagram) posts
- Provide four hours of interactive training to new tutors which covers evidence-based techniques and tools

Bullet points begin with action verbs & include transferable skills

## COMMUNITY SERVICE EXPERIENCE

Volunteers Unlimited (VU), UIC, Chicago, IL

**Member**

Sept. 2017-Apr. 2019

- Assisted other VU members (20-30 students) with volunteering at area community service agencies
- Recruited 15+ other UIC students to volunteer with our group by promoting opportunities via social media (SnapChat, Instagram) and in flyers on campus and through weekly school e-mail blasts

## INVOLVEMENT

American Marketing Association (AMA) - UIC chapter, member

Nov. 2017-Present

# Junior/Senior Student Resume Sample

Example: Junior/Senior student - See our website for more

**James Johnson**

(312-300-5555) • Evanston, IL • [jjohnson100@uic.edu](mailto:jjohnson100@uic.edu) • [linkedin.com/in/jjjohnson](https://www.linkedin.com/in/jjjohnson)

Can include LinkedIn profile link in your contact section

Qualifications includes many skills such as language, computer, teamwork, and communication

## QUALIFICATIONS

- Advanced French Language skills; Team player with strong leadership and communication skills
- Excellent customer service skills with organizational and time management skills
- *Computer:* Adobe Photoshop; PowerPoint, Word, and Excel; Canva

## EDUCATION

**University of Illinois at Chicago (UIC), Chicago, IL**  
Bachelor of Arts in French

Including a class project can showcase skills and experiences related to position

05/2021

**PROJECT: Housing Outreach Services Project (HOSP), Translation for Professionals course, Spring 2020**

- Collaborated on a team of 5 students to translate paper and online resources about HOSP services into French to help organization better communicate comprehensive services to growing Algerian and Malian populations
- Interviewed 20+ adult French-speaking HOSP clients to understand clients' needs and created a report outlining recommendations for service expansion; co-presented report and gave presentation to HOSP staff

## RELATED EXPERIENCE

**Lycee Francais de Chicago, Chicago, IL**

Customer Service Intern

05/2020 – 09/2020

- Developed online marketing materials (in English and French) on social media outlets (Facebook, Twitter, and Instagram) to promote Lycee programs and services to Chicago area college students
- Registered 15-20 individuals per day in French & English for all Lycee services (classes, seminars, etc.) via phone and in person; provided high-quality customer service and refer to specific department for follow up
- Collaborated with staff members through email, phone calls, and face-to-face interactions to enhance customers' overall experience at Center.

**French Club – UIC, Chicago, IL**

01/2020 – 05/2021

Secretary

09/2020 – 05/2021

- Communicated with 40+ members via text, e-mail, and social media to remind members of upcoming meetings
- Collaborated with Member Director to secure French speakers for monthly speaker events and oversaw logistics
- Built relationship with UIC Campus Activities Unit to co-sponsor new French Film festival for all UIC students

## ADDITIONAL EXPERIENCE

**Domino's Pizza, Evanston, IL**

Team Member

This description highlights transferable skills like customer service and teamwork

08/2019 – 03/2021

- Processed 100+ customer orders per shift including phone and online orders, noting any special requests
- Collaborated with 4 coworkers to take orders, make food items and pack orders according to customer requests
- Resolved customer concerns in a professional manner and calmly answered customer questions
- Kept store tidy during each shift and assisted with sweeping, mopping and overall cleanliness of the store

# Resume Do's and Don'ts

- ▶ Entry level positions - 1 page resume (undergraduate- 1 page limit)
- ▶ Don't use "I", "My", "Mine"
- ▶ Elaborate within explanations
- ▶ Proofread and get your resume reviewed
- ▶ Don't use a template! Keep it simple and direct
- ▶ Use your in-college career centers
  - ▶ ECC, BCC, Public Health, LAS Career

# Cover Letter

## SAMPLE COVER LETTER: Bulleted Format

*This letter demonstrates the student's fit with the position using bullet points to highlight specific achievements from one part-time job directly related to the job description.*

May 10, 201X  
500 North Burnette  
Chicago, Illinois 60622

Ms. Linda Okenoke  
Dorenfest & Associates  
100 W. Congress Street  
Chicago, Illinois 60677

Dear Ms. Okenoke:

I recently learned of a Market Research Associate position with Dorenfest & Associates from a posting on SimplyHired.com. I would very much like to be considered for this position and am enclosing a resume for your consideration.

This month I will be completing my Bachelor of Arts degree at the University of Illinois at Chicago (UIC). In a variety of part-time and internship positions in business and non-profit organizations, I have acquired excellent time management, written and oral communication skills. In addition, my experience conducting client interviews, preparing detailed reports, conducting research and my logical decision-making abilities will help me to immediately add value to Dorenfest & Associates.

As an Assistant Manager in a retail work environment, I had numerous achievements directly related to the position you are filling:

- Developed a brief customer interview profile which assisted all staff in directing customers to products of interest much more quickly than before.
- Trained each employee to view customers as individuals with unique needs and issues that must be considered and analyzed prior to the sale.
- Researched demographic and socio-economic data and compiled a customer database which resulted in a 25% increase in sales volume over 18 months.
- Was selected by the Regional Manager to make weekly presentations to groups of customers on featured products.

I welcome the opportunity to discuss further how my qualifications, energy, enthusiasm and willingness to learn can make a considerable contribution to Dorenfest & Associates.

Sincerely,

Linda Chang

Lchang4@uic.edu  
enclosure

# Federal Work Study Proof

Sparky Dragon  
Home Address  
Chicago, IL 60612

Financial Aid Notification  
UIN: XXXXXXXXX  
2022-2023 Aid Year

Student Financial Aid and Scholarships (SFAS) is pleased to offer you the following Financial Aid for the 2022-2023 Aid Year. The financial aid notification below is based upon information submitted from your 2022-2023 FAFSA as well as your current UIC student record. Changes or modifications to your application or current resources may result in adjustments. In the event of such changes, a revised financial aid notification will be sent to you via email. If your EFC is greater than 0 and you have experienced a change in your or your family's financial situation since 2020, you might be able to submit a Change of Financial Situation Appeal. For more information, please visit: <https://financialaid.uic.edu/aid-process/change-of-financial-situation/> Please review your rights and responsibilities and the eligibility requirements associated with your financial aid notification.

You may use the UIC College Cost Worksheet to evaluate direct university costs, affordability, and your financial aid decisions.

### Cost of Attendance

Costs Charged by the University	Amount
Tuition - In State	\$10,776.00
Tuition Differential	\$2,546.00
Mandatory Fees	\$4,488.00
<b>Total Tuition and Fees</b>	<b>\$17,810.00</b>
Estimated Variable Expenses*	Amount
Books and Supplies	\$1,400.00
Housing and Food Expenses	\$14,400.00
Transportation	\$1,526.00
Stafford Loan Fees	\$70.00
Personal Expenses	\$4,500.00
<b>Total Estimated Variable Expenses</b>	<b>\$21,896.00</b>
<b>Total Estimated Cost of Attendance</b>	<b>\$39,706.00</b>

\*Estimates of costs students may incur during the academic year. Students in residence halls should refer to their housing contract for the amount that will be billed for room and board.

### Financial Aid Summary

Fund	Status	Fall 2022	Spring 2023	Total
<b>Student Employment</b>				
Federal Work Study - On Campus	Accepted	\$1,500.00	\$1,500.00	\$3,000.00
<b>Total</b>		<b>\$1,500.00</b>	<b>\$1,500.00</b>	<b>\$3,000.00</b>

### Student Profile

Description	Value
Class Level:	Junior
College:	Business Administration
Housing:	Not With Parents
Fall Enrollment:	12+ Hours
Spring Enrollment:	12+ Hours
FAFSA Calculated EFC:	27360

Review the Undergraduate Enrollment Guide or Graduate Enrollment Guide.

Student Loans				
Federal Direct Sub-Loan	Accepted	\$2,750.00	\$2,750.00	\$5,500.00
Federal Direct Unsub-Loan	Accepted	\$1,000.00	\$1,000.00	\$2,000.00
<b>Total</b>		<b>\$3,750.00</b>	<b>\$3,750.00</b>	<b>\$7,500.00</b>

Review the following steps needed (if any) to receive your financial aid:

Per the National Student Loan Data System (NSLDS) the total amount of Federal Stafford Loans you have borrowed is \$3,250.

Your parent(s) may be eligible to borrow a Federal Direct Parent PLUS Loan for up to \$29,206.00. To apply and authorize a credit check, your parent must submit a Federal Direct Parent PLUS Loan Application. The application is available starting June 7, 2022. To minimize the number of credit checks apply for a full academic year award. A reduction may be requested at a later date if additional funds are no longer needed.

Optional: At any time you can access the online Consent to Release Records (FERPA) and provide consent for our office to speak to your parents, spouse, or another trusted individual about your financial aid.

The Student Consumer Information website is available at <https://financialaid.uic.edu/consumer-information/> to provide current and prospective students with resources and campus metrics. You can view the total amount of federal loans you have borrowed on the National Student Loan Data System (NSLDS) at <https://studentaid.gov/fsa-id/sign-in>.

# Academic Schedule

## Weekly Planner

Biochemistry  
Asynchronous  
Bios 352

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00		Microbiology lab Bios 351		Microbiology lab Bios 351	Human Anatomy Kn 251		
9:00							
10:00	Chaarg cub activity		Human Anatomy Kn 251				
11:00		Human Embryology Bios 325			Human Embryology Bios 325		
12:00							
1:00							
2:00		Animal Behavior Bios 236		Animal Behavior Bios 236			
3:00							
4:00							Volunteering
5:00			Chaarg club activity				
6:00							

# Search for on-campus positions

The image shows a job search interface with a 'Filters' modal open. The modal is titled 'Filters' and has a close button (X) in the top right corner. It is divided into three sections: 'Job type', 'Pay', and 'Clear'. In the 'Job type' section, there are buttons for 'Full-Time', 'Part-Time', 'Internship', 'On-Campus', and '+ More'. The 'On-Campus' button is circled in red. Below these are checkboxes for 'Work study' and 'Interviewing on campus'. In the 'Pay' section, there are buttons for 'Paid' and 'Unpaid', and a checkbox for 'Includes estimated pay'. At the bottom of the modal, there is a 'Clear' link on the left, the text '18109 jobs found' in the center, and a blue 'Show results' button on the right, which is also circled in red. The background shows a job listing for 'Usher' at the University of Illinois, with a 'Part-time' filter selected and an 'All filters' button circled in red. The 'Apply' button is visible at the bottom of the job listing.

# Federal Work Study Vs Regular Student Employment

Part-Time · On Campus Student Employment

## General Office Assistant (FWS)



**UIC Financial Aid & Scholarships**  
On-site · Chicago, IL

### About the role

Application deadline	Posted date	Estimated pay
<b>October 28, 2023 5:25 PM</b>	<b>August 30, 2021</b>	<b>\$14.00 per hour</b>

### Role Description

Student workers will receive and transfer calls in a high volume department, answer general questions from student and parent callers, review and process incoming documents, and engage in other duties as assigned. Student workers make it possible for the office to function smoothly by paying close attention to detail when addressing student/parent concerns or processing financial aid documents. Student Aid Office Assistants should have basic computer skills, a commitment to confidentiality, and a desire to develop their professional skills.

FEDERAL WORK-STUDY ELIGIBLE STUDENTS ONLY

Part-Time · On Campus Student Employment

## General Office Assistant

 **UIC - College of Dentistry**  
On-site · Chicago, IL

### About the role

#### Role Description

The College of Dentistry is seeking General Office Assistant (student worker) for immediate hire. The student will work with the Office for Clinical Affairs. The ideal candidate will perform various office duties and assist office employees on various projects.

#### Responsibilities will include:

- Gather and organize documents to be filed or scanned.
- Create various documents and /or signage in Microsoft Word
- Enter various data into Excel spreadsheets for tallying
- Perform weekly and monthly supply allocation/restocking
- Assist in varying projects throughout the year
- Unlocking student accounts within the EHR
- Answering office phone

#### Preferred Qualifications:

- MS Word/Excel/ PDF Pro
- Virtual document organization, including naming conventions
- Proficiency with office equipment, i.e. copier, scanner
- Ability to multi-task
- General administrative office experience

# Applying for a position

Part-Time · On Campus Student Employment

## General Office Assistant



**UIC - College of Dentistry**

On-site · Chicago, IL

### About the role

Application deadline

**August 11, 2023 10:00 PM**

Posted date

**June 30, 2021**

Estimated pay

**\$14.20 per hour**

Location type

**On-site**



**Apply**

### Apply to UIC - College of Dentistry



Details from UIC - College of Dentistry:

Applying for General Office Assistant requires a few documents. Attach them below and get one step closer to your next job!

#### 1. Attach your resume

Search your resumes

or

**Upload New**

Recently Added

**Resume-Daisy-Pureco**

#### 2. Attach other required documents

**Instructions from employer:** Course Schedule

Search your other documents

or

**Upload New**

**Submit Application**

# On-Campus Student Employment

- ▶ Must be an enrolled student and registered for a minimum of 6 credit hours for each semester employed
- ▶ UIC offers Federal Work Study (FWS) and Regular Student Employment (RSE) positions
- ▶ Apply via Handshake— the only platform that houses on-campus positions
- ▶ Each department manages their hiring process and positions are posting on a rolling basis— check daily for new openings!
- ▶ Pay may vary
  - ▶ \$15.00-\$19.17 per hour, paid bi-weekly
- ▶ Work hours can vary between 10-20 hours per week
- ▶ Flexible hours around class schedules (applications may ask for your course schedule)
- ▶ Get paid in a form of a paycheck/direct deposit. Just like a regular job!
- ▶ Once you are hired you **MUST** complete your HR Onboarding process with your hiring unit

# Handshake

## Access to your career center

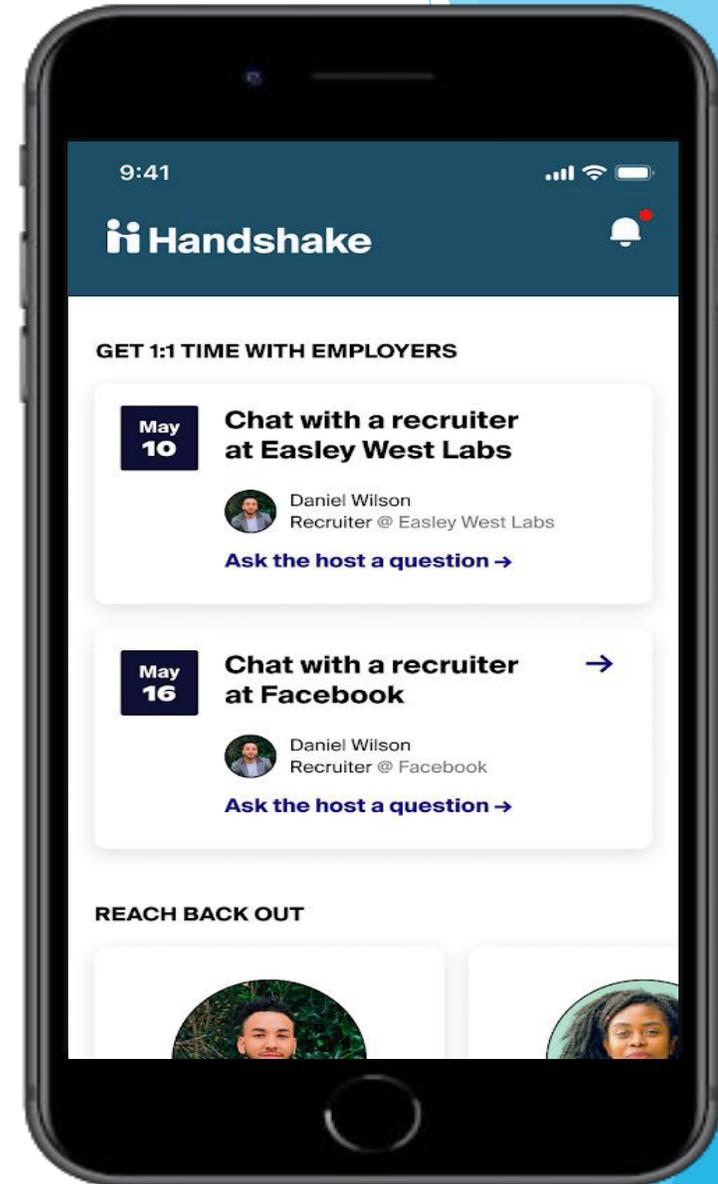
**Request** appointments with your career center.

- Resume checks
- Mock interviews
- Career Planning

**Register** for career fairs or events.

**Interview** for jobs and internships on campus.

- Download the Handshake app directly to your mobile device!
- Register for events and workshops, Handshake will send you reminders of upcoming events!
- Make appointments with career advisors and meet with your departments career coaches
  - Engineering Career Center, Business Career Center, etc.



**Why are you  
interested in on-  
campus employment?**

# Benefits of working on-campus



**Build a community within UIC**

Meet other students and learn about the various opportunities UIC has to offer



**Expand your network**

Learn about others experiences within different student employment roles



**Career development opportunities**

UIC offers various job positions and titles that can assist with growing experience for your future career

# Benefits of working on-campus



## Flexibility/Accommodations

On-campus jobs at UIC will usually ask for a student's academic schedule to provide flexibility with work/school



## Commuting convenience

Whether you commute or dorm, you will be on-campus for classes and having a job that is close will save commute time and allows more engagement within campus



## Federal Work Study

On-campus jobs can utilize your FWS to support your wages  
The term “work-study” does not mean that you can “study” on the job. It means that you work to obtain the funds to be able to study at UIC

# Survey

Strongly Agree



Agree



Neutral



Disagree



Strongly Disagree



What other presentation topics would be helpful?

Questions/Comments:

# FAQ and tips

- ▶ Is Handshake the only platform that offers on-campus positions?
  - ▶ **Yes!** Be aware of scam or fraudulent emails regarding job positions
- ▶ What can I do to better my chances of getting an on-campus job?
  - ▶ Update your profile and review your resume/cover letter
  - ▶ Network with others and attend information sessions/events
  - ▶ Use notifications to get new job alerts
- ▶ Do I need authorization to work on-campus?
  - ▶ F-1 students do not need special authorization to work on campus, J-1 students do need authorization before starting any on-campus position (See OIS for more information)
- ▶ Where can I go to learn more about on-campus employment?
  - ▶ Student Employment Office - SSB 2100

# Avoiding Fraudulent/Scam Jobs

- ▶ They ask you to purchase gift cards or deal with other confusing financial transactions.
- ▶ They ask you to VENMO or ZELLE them money.
- ▶ They ask you to buy paper to print checks.
- ▶ They ask you for your bank account number or passwords to your bank app.
- ▶ They only correspond with you via text.
- ▶ You're hired immediately with little or no interview process.
- ▶ It seems “too good to be true” - they'll pay your tuition, give you tons of benefits for part time work or promise you can work from home.
- ▶ Job descriptions are not written in professional language and seem very casual or have very casual greetings or closing words.
- ▶ Job descriptions contain very vague details or job descriptions.
- ▶ They are using non-company emails such as a Yahoo or Gmail address.
- ▶ Job descriptions are full of misspellings both in the text and the sender's name.

# Additional Tips - Job Scams

- ▶ Sometimes, emails you receive will even look like they come from someone at UIC because they use a UIC email address.
- ▶ Fake job listings can include names of real companies and recruiters.
- ▶ Important to pay close attention to your interactions with these employers once they reach out to you!

## Example of a fraudulent listing:

From: **Paul Brown** <[bpaul5643@gmail.com](mailto:bpaul5643@gmail.com)>

Date: Thu, Nov 11, 2021 at 6:07 PM

Subject: WORK STUDY POSITION

offer through the

University's recruiting department. offering aTo: >

**We email you concerning a new employment part time position that will only require 2-3hrs a day and 3 times a week, no work experience or skill is required. You can definitely make \$400 weekly without affecting your regular activities and academics, reply with your Phone Number and Your Alternative Email for further details.**

Dr. Paul Brown

Clinical Counselor

Disability Resources and Educational Services(DRES)

# ▶ Advising Appointments

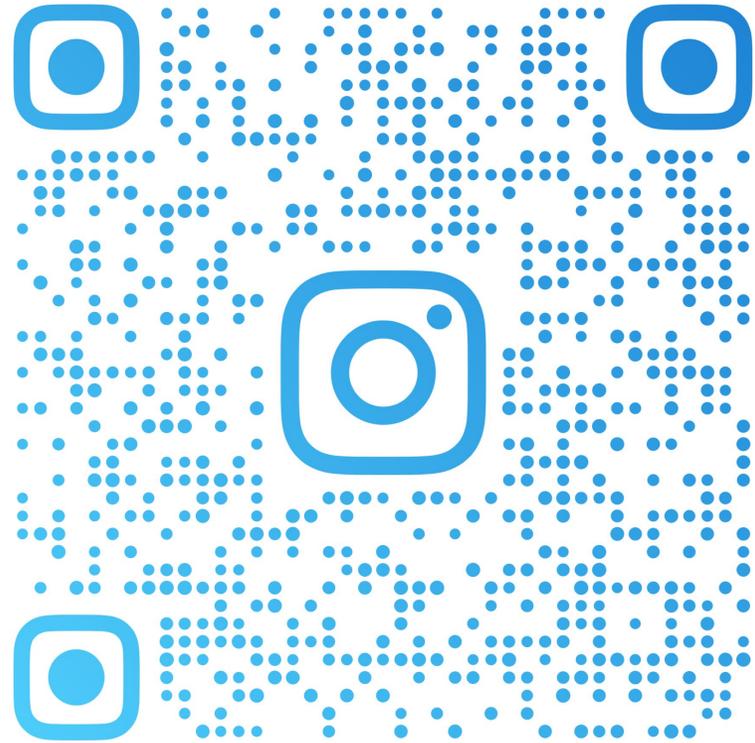
Students can schedule individual appointments for resume review, job search advice, and interviewing tips with Student Employment staff directly on [Handshake!](#)

1. You can follow this link to schedule your appointment:  
<https://uic.joinhandshake.com/appointments>
2. Career Center\_\_ Appointments\_\_ Choose **“Student Employment”**.
3. Select appointment type and add comment regarding the purpose of the appointment

After that, you'll receive an email confirmation further information.

# Connect with Student Employment!

- ▶ Student Services Building  
1200 West Harrison Street, Suite 2100  
(312) 996-3130  
Email: [studentjobs@uic.edu](mailto:studentjobs@uic.edu)  
Handshake: dpurec2@uic.edu
- ▶ Check our website for upcoming events!  
<https://studentemployment.uic.edu>
- ▶ We offer virtual/in-person career advising appointments, resume reviews, on/off campus employment guidance, and drop-in advising
  - ▶ Schedule appointments on Handshake!
- ▶ Drop-in hours:
  - ▶ Check our website for updated hours during the academic semester



**UICSTUDENTEMPLOYMENT**

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