



HIRING PROCEDURE AND GUIDELINES FOR STUDENT EMPLOYMENT

Teaching Assistant (TA) and Grader

1. Complete the online [Student Employment Hiring Form](#). The form is located on the Kenneth C. Griffin Department of Economics [website](#) under Graduate-> Student Resources-> University Employment.

All Teaching Assistant and Grader hiring is subject to Undergraduate (100-299) or Graduate (300+ level) Program Director's approval. For Undergraduate Program Courses email Julie Wong at juliew@uchicago.edu; for Graduate Program courses, email Robert Herbst at fherbst@uchicago.edu

Important: Teaching Assistant/Grader/Preceptor requests must be submitted *prior to the start of the quarter*. For questions email Amy Schulz at aschulz@uchicago.edu.

Research Assistant (RA)

1. Complete the online [Student Employment Hiring Form](#). The form is located on the Kenneth C. Griffin Department of Economics [website](#) under Graduate-> Student Resources-> University Employment.
2. Reach out to the [Professor's Assistant](#) for help in completing the form.

Important: Research Assistant requests must be submitted *prior to starting any work* (before your start date). For questions email Luisana Romero at lromero1@uchicago.edu.

DO NOT start working before receiving an email from Luisana Romero, HR Manager. Students must complete the same procedure when starting a new RA or TA assignment.

On-boarding and Payroll Information

On-boarding for new hires and student employment/assignments are processed online through Workday. However, we need your hard copy identification documents for the [I-9 form Employment Eligibility Verification](#).

A list of acceptable documents is provided for both US Citizens and Aliens at <https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents>

Social Security Numbers are required. If you do not have a Social Security Number, you will be provided with information on how to obtain one.

Please note: During the remote learning & remote work for Staff period, we will accept electronic submission for I-9 documents. These documents must be submitted via UChicago Box. Instructions will be provided by the appropriate administrator coordinating the hire. For those who may need to apply for a Social Security Number while the Social Security Administration Offices are closed, further instructions will be provided upon hire.



THE UNIVERSITY OF
CHICAGO

Kenneth C. Griffin
Department of Economics

Weekly Scheduled Hours

The maximum number of hours a student is allowed to work during the academic year is 20 hours per week. The maximum hours a student can work over the summer, if not registered for courses, is 37.5 hours per week. **Approval from the Dean of Students office will be required for assignments exceeding maximum hours for all jobs.**

For more information on student employment please visit the UChicago Student Employment Website: <https://studentemployment.uchicago.edu/>

Student Employment Contacts for the Kenneth C. Griffin Department of Economics

Luisana Romero, Human Resources Manager
lromero1@uchicago.edu, 773-702-5079

Joy Serletic, Administrative Assistant
jserletic@uchicago.edu, 773-702-4862

Amy Schulz, Student Affairs Administrator
aschulz@uchicago.edu, 773-702-2722