



## HIRING PROCEDURE FOR STUDENT EMPLOYMENT

### Teaching Assistant (TA), Grader, Preceptor

1. Complete the online [Student Employment Hiring Form](#).

The form is located on the Kenneth C. Griffin Department of Economics website. From the Home page click on Graduate Program, then Student Resources from the menu on the left and look for University Employment.

2. Submission of the hiring form will route to the Human Resources Coordinator to initiate the hiring process in Workday.

Beginning in the Summer of 2022, Economics PhD students are required to follow the new Mentored Teaching Experience ([MTE Teaching Rules](#)). All second-year economics PhD students must receive DGS approval to serve as a TA or Grader by sending their request to Professor Golosov, [golosov@uchicago.edu](mailto:golosov@uchicago.edu).

For Undergraduate Program Courses email Julie Wong at [juliew@uchicago.edu](mailto:juliew@uchicago.edu); for Graduate Program courses, email Kate Falzareno at [kfalzareno@uchicago.edu](mailto:kfalzareno@uchicago.edu).

### Research Assistant (RA)

1. After a faculty member offers you a position, reach out to their Assistant with the news and ask for the next steps to be hired.
2. Administrative staff complete the online Student Employment Hiring Form.
3. The hiring form routes to the Human Resources Coordinator to initiate the hiring process in Workday. The hiring process typically takes 5 – 7 business days.

**DO NOT start working until the Human Resources Coordinator sends an employment confirmation email.**

### Weekly Scheduled Hours

Teaching Assistant jobs are 10 hours per week, Grader jobs are 5 hours per week, per SSD.

Research Assistant job hours per week will vary and not set by SSD.

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, and on academic breaks is 37.5 hours, if not registered for courses.

**Approval from the Dean of Students office is required to work more than 20 hours per week. View the policy on the Student Employment website. <https://studentemployment.uchicago.edu/>**

For questions, reach out to Marci Avila, Human Resources Coordinator [avilam@uchicago.edu](mailto:avilam@uchicago.edu) or Joy Serletic [jsrletic@uchicago.edu](mailto:jsrletic@uchicago.edu).