



## STUDENT EMPLOYMENT HIRING PROCEDURES

Effective 9/23/24

The hiring procedures are mandatory for hiring a student employee, and each step of the procedure must be completed in full before starting work for the department. When hiring a graduate student (MA or PhD) the position must be posted on Grad Gargoyle to ensure the opportunity shared with all grad students. Undergraduate positions do not require posting unless you are searching for applicants.

### **Undergraduate Research Assistant (RA)**

1. A faculty member, Instructional or Research Professor notifies their assistant they want to hire an RA and who they want to hire.
2. The assistant completes the online [Student Employment Hiring Form](#).
  - a. Fill out the form with the student's legal name, email address, student ID, program and academic level, program year, registration status, proposed start and end dates, exact hourly pay rate, estimated weekly hours, and funding account.
  - b. You may need to ask the student to provide their information before submitting the form.
3. The hiring form will route to Econ Human Resources to initiate the hiring process in Workday.
4. The hiring process typically takes 5-7 business days for undergraduate hires.
5. Econ HR finalizes the hiring and will send a confirmation email to the student, hiring manager, and assistant with the job details.

**THE STUDENT CAN NOT START WORKING UNTIL THE ECON HR COORDINATOR SENDS THE CONFIRMATION EMAIL.**

### **Graduate Research Assistant (RA)**

1. A faculty member, Instructional or Research Professor notifies their assistant they want to hire an RA and who they want to hire.
1. The assistant emails Econ HR with the faculty's request to hire a Graduate RA.
2. Econ HR provides a job description (JD) example that can be tailored by faculty/assistant to meet the hiring criteria, wage schedule, and timeline. The hiring process takes approximately 21 days from the posting date in accordance with [GSU Article 17, Section 3](#).

3. The assistant returns the JD to Econ HR and completes a [Student Employment Hiring Form](#).
  - a. Each person requires a hiring form.
  - b. Fill out the form with the student's legal name, email address, student ID, program and academic level, program year, registration status, proposed start and end dates, exact hourly pay rate, estimated hours per week, and funding account.
4. Econ HR posts the job on Grad Gargoyle and sends the posting ID to the student to apply online.
5. Econ HR initiates the hiring process in Workday. Following GSU Article 17, Section 3, the process takes approximately 21 days from the posting date to the first day of work.
6. Econ HR finalizes the hiring process and will send a confirmation email with the job details to the student, hiring manager, and assistant.
  - a. The student employee receives an assignment letter and returns a signed copy to HR.

### **Teaching Assistant (TA), Instructional Grader, Preceptor, Graduate Student Lecturer**

1. All teaching support positions are posted on Grad Gargoyle for 7 days by Econ HR on behalf of the course instructor.
2. The Instructor notifies Julie Wong or Kate Falzareno, who they want to hire to support their course. Julie and Kate will instruct the student to apply for the position and complete the Student Employment Hiring Form.
  - a. For Undergraduate Program Courses, email Julie Wong at [juliew@uchicago.edu](mailto:juliew@uchicago.edu).
  - b. For Graduate Program courses, email Kate Falzareno at [kfalzareno@uchicago.edu](mailto:kfalzareno@uchicago.edu).
  - c. Copy Marci Avila, HR Coordinator, on all emails [avilam@uchicago.edu](mailto:avilam@uchicago.edu).
3. The **student** completes the online [Student Employment Hiring Form](#).
4. The hiring form routes to Econ Human Resources, which will initiate the hiring process in Workday.
5. Per the GSU guidelines, an assignment letter is sent to the student two weeks before the start date.

## **Weekly Scheduled Hours**

Graduate Student Lecturers, Teaching Assistants and Preceptors are 10 hours per week, and Instructional Graders 5 hours per week, per SSD. Research Assistant job hours per week will vary.

The maximum number of hours a student can 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.

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, contact the Econ Human Resources Team: Marci Avila, [avilam@uchicago.edu](mailto:avilam@uchicago.edu), or Joy Serletic, [jserletic@uchicago.edu](mailto:jserletic@uchicago.edu).