

FEDERAL WORK - STUDY STUDENT EMPLOYMENT HIRING CHECKLIST

***NEW WORK-STUDY STUDENTS must complete all hiring requirements listed below by the deadline to be cleared to work by the start date**

DEADLINE - Friday, August 28th - 11:59pm CST *for September 1st start date.*

FINAL DEADLINE - Friday, September 25th - 11:59pm CST *for October 1st start date.*

1. Get Matched with a Job + Confirm Work-Study Eligibility with Ben Kenis (Assistant Director for Enrollment – Admissions, Recruitment)

- o Contact Ben bkenis2@uic.edu
- o Review available jobs, then contact the supervisor to request an interview
<https://theatreandmusic.uic.edu/about/student-employment/>

2. Apply via Handshake

- o Go to uic.joinhandshake.com, search for:
Job # 11222566, FWS Theatre and Music General Office Aide
Job #11222504, FWS Theatre and Music Faculty Research Assistant/Scientific Aide*
- o Upload Required Documents
 - o [Resume](#)
 - o [Cover Letter](#)
Indicate your preference for a specific office or supervisor in your cover letter.
 - o Documentation of FWS eligibility
- o Proof of eligibility is required to complete your Handshake application. Take a screenshot of your award notification or an email from:
 - a. CADAfinaid@uic.edu (STM or other CADA students)
 - b. money@uic.edu (all UIC students)
 - c. Find your financial aid contact- person by college <https://financialaid.uic.edu/contact-us/>
 - d. School of Theatre and Music – Ben Kenis bkenis2@uic.edu, or Amy Sinclair asincl3@uic.edu

*NOTE: CURA-eligible students must apply for Job #11222504

3. Complete Required Paperwork with Amy Sinclair (Assistant Director - HR/Personnel, Student Employment)

- o Meet with Amy (HR) to complete new-hire onboarding (must be done in-person)
- o Attend a hiring session or email asincl3@uic.edu ASAP to schedule a 15-30 minute appointment (Fridays preferred). For more information, see flyers and email notifications.
- o Bring a laptop, tablet, or smart-phone
- o Bring (original, un-expired) identification document(s) from [the i9 Acceptable Documents list](#)
One document from list A
or
Two documents: one from list B and one from list C
- o Complete New-Hire Onboarding Steps
 - a. i-9
 - b. New-Hire Paperwork
 - c. [Student Employment Form](#)
 - d. Additional forms, if applicable

Questions? See Amy Sinclair, your primary contact person for student-employment - asincl3@uic.edu or office L404

Revised 8.10.2026