

FEDERAL WORK - STUDY STUDENT EMPLOYMENT HIRING SESSIONS

Meet with **Amy Sinclair (Assistant Director - HR/Personnel, Student Employment)** to complete new-hire onboarding (must be done in-person)

Date	Time	Event Name	Location
Thursday, August 20th	4:00pm-5:30pm	New Student Welcome	UIC School of Theatre and Music Courtyard, 1044 West Harrison Street, Chicago, IL 60607
Thursday, August 27th	1:00pm-3:00pm	Student Employment On-Campus Job Fair	750 S. Halsted, Illinois Room
Friday, August 28th	1:00pm-2:15pm	All-School Welcome	UIC School of Theatre and Music, downstairs lobby
Friday, August 28th	2:30pm-3:30pm	School of Theatre and Music Student Employment - Complete your Hiring Checklist for September 1st Start Date	UIC School of Theatre and Music, downstairs lobby
Friday, September 18th	1:00pm-2:00pm	School of Theatre and Music Student Employment - Complete your Hiring Checklist for October 1st Start Date	UIC School of Theatre and Music, downstairs lobby
Friday, September 18th	2:30pm-3:30pm	School of Theatre and Music Student Employment - Complete your Hiring Checklist for October 1st Start Date	UIC School of Theatre and Music, downstairs lobby
Friday, September 25th	1:00pm-2:00pm	School of Theatre and Music Student Employment - Complete your Hiring Checklist for October 1st Start Date FINAL OPPORTUNITY to be hired AY27	UIC School of Theatre and Music, downstairs lobby
Friday, September 25th	2:30pm-3:30pm	School of Theatre and Music Student Employment - Complete your Hiring Checklist for October 1st Start Date FINAL OPPORTUNITY to be hired AY27	UIC School of Theatre and Music, downstairs lobby

If you are unable to attend one of the sessions above, please contact Amy asincl3@uic.edu as soon as possible to schedule a time to complete your hire.

What to bring:

1. A laptop, tablet, or smart-phone
2. Original 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

***NEW WORK-STUDY STUDENTS must complete all hiring requirements 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.

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