

MANUAL Student Employment Office Office of Career Services	SECTION Offices Associated with Student Employment	PAGE 1 / 1
SUBJECT <i>Job Center</i>		REVISED

The UIC Job Center is one of several functional areas within the Office of Career Services and is managed by the Coordinator for Student Employment. The Job Center is charged with the following responsibilities:

1. To provide a central location for the posting of student job openings which include Federal Work Study and Regular Student Employment job openings on campus and part-time, off campus job openings in the community, as well as the Job Location & Development program.
2. To provide departments and students with the services of the Student Temporary Service.
3. To insure campus compliance with the UIC Student Employment Wage Guidelines which are established by a campus-wide Task Force, as well as to recommend and implement yearly revisions (e.g. wages, titles).
4. To recommend and, if appropriate, implement procedures for compliance with Federal, State, and University rules and regulations regarding Student Employment and/or the Federal Work Study program.

In order to carry out the responsibilities as defined in numbers 3 and 4 above, the UIC Job Center reviews and approves all initial and revised student employment contracts as well as unit requests for reclassifications, pay increases, and new titles. The Student Employment Office also prepares reports regarding Student Employment for Federal, State and University entities. The Office assists individual units with their efforts to comply with appropriate regulations and issues a series of memoranda regarding ongoing and revised rules (e.g. semester break rules, summer rules, etc.).