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MANUAL  Student Employment Office Career Services	SECTION  Hiring of Student Employees	PAGE  1 / 1
SUBJECT  <b><i>Placing Job Orders</i></b>		REVISED 08/05

Departments that wish to hire student employees can submit a job order via the Internet at [www.uiccareers.com](http://www.uiccareers.com).

Departments should choose from the list of available jobs to advertise a position with the UIC Job Center. A special procedure has been created to accommodate requests from departments that believe their student job does not fit into one of the listed job descriptions. (See Finding Student Employees)