Graduate Hourly Employment at UIS

Graduate Students at the university are able to seek employment as a Graduate Hourly employee. These positions are paid on an hourly basis and do not come with paid leave time, paid holidays, a tuition waiver or stipend. Graduate Hourly employment is not based on financial need.

How to Apply

Students seeking Graduate Hourly positions can search the CareerConnect website at: http://www.uis.edu/career/. Please note that it is not a requirement that all Graduate Hourly positions be posted there.

If You Are Hired

1. Complete the appropriate Graduate Hourly Application. The Fall/Spring and Summer Graduate Hourly applications can be found on the Financial Assistance website at: http://www.uis.edu/financialaid/studentemployment/ under the heading “Students – Search for a Student Employment Job”.
2. Email Joy Thibadeau at jthib2@uis.edu to schedule a new hire appointment. At this appointment, the new hire will complete the Form I9 and be issued a logon ID to the newHire system. The new hire appointment will take approximately 30 minutes.

Regulations for Hours Worked

Graduate students who are not employed as graduate assistants or GPSI interns during the regular academic year (Fall and/or Spring semesters) and who are US citizens or permanent residents, may work up to 25 hours per week in a Graduate Hourly position at UIS during the periods when classes are in session, provided they are enrolled in at least 6 credit hours each term of employment. International Students can work up to 20 hours per week when classes are in session, provided they are enrolled in at least 6 credit hours each term of employment.

During periods of the Fall/Spring semester(s) when classes are not in session, a Graduate Hourly employee may work up to 37.5 hours per week.

During the summer semester, Graduate Hourly employees may work up to 37.5 hours per week. They do not have to be enrolled in summer courses, but need to have been enrolled for a minimum of 6 credit hours the preceding semester.