



How to Find On-Campus Jobs in Handshake

Purpose: These instructions are designed to help Elizabethtown College students locate and apply for current on-campus student employment opportunities through Handshake.

Please note that on-campus jobs are posted as positions become available within each department. If you do not see a position that interests you today, we encourage you to check the On Campus Employment collection regularly, as new opportunities are added throughout the academic year and summer.

Step 1: Log in to Handshake

- Visit Handshake and log in using your Elizabethtown College Single Sign-On (SSO) credentials.

Step 2: Open the Career Center

- From the navigation menu on the left side of the screen, select **Career Center**.

Step 3: Open Collections

- Under the Career Center page, click Collections.

Step 4: Select the On-Campus Employment Collection

- Choose On Campus Employment from the available collections or click [here](#).

Step 5: Review and Apply for a Position

- Scroll through the available job postings and click on a position to view the complete job description, qualifications, and other important details.
- If you are interested in applying, click Apply Externally.
- Handshake may ask you a few brief questions before redirecting you to the Paylocity Careers page.
- You will then be directed to the confidential Paylocity application for the position you selected, where you can complete and submit your application by clicking Apply near the top right corner. This page is available only to current Elizabethtown College students, as only enrolled students are eligible to apply for on-campus student employment positions.

If you have any questions, please contact the Human Resources office at 717-361-1406 or email payroll@etown.edu.