

Working on Campus FAQ

What kinds of jobs are available for students on campus?

Elizabethtown College hires more than 500 students per year as cashiers, teaching assistants, food services workers, and tutors just a few of the types of on-campus jobs. Many jobs require no previous experience while some require more specialized training.

Am I eligible to work on campus?

If you are enrolled in a degree seeking program at Elizabethtown College and registered for the semester in which you would be working, you are eligible to work on campus. You are NOT eligible if; you do not meet registration requirements; you have withdrawn from school or have been academically dismissed or recessed; or you have graduated.

How do I find student employment positions on campus?

On-campus job opportunities are posted in Handshake. To access Handshake, visit the Student Employment webpage at etown.edu and select Current Job Openings, which will take you directly to the Handshake website. Each job posting includes information about the position's responsibilities and any additional information provided by the department.

Students are responsible for applying for positions and contacting prospective employers regarding job opportunities. If you are interested in working for a department that does not currently have a position posted in Handshake, you are encouraged to reach out directly to the department to express your interest and inquire about potential opportunities.

How do I apply for student employment positions on campus?

When you find a position that interests you, the Handshake listing will direct you to Paylocity, where you can submit your application online. We encourage you to apply for multiple positions to increase your opportunities for employment. Having an up-to-date resume available to share with prospective employers is also recommended.

Note: All students are required to apply for the positions they work on campus. If you are asked to return to a position for the next academic year, please consult your supervisor and Payroll to ensure that all required materials and employment processes have been completed prior to returning.

What are the benefits of student employment?

In addition to earning income, student employment helps you build a strong work history and develop valuable transferable skills such as communication, time management, teamwork, and professionalism. These experiences also help build discipline and provide meaningful contributions to Elizabethtown College and the broader community. The skills and experience you gain through student employment can be an important advantage when you begin seeking full-time employment after graduation.



Will my work be career related?

Some student employment positions may align closely with your academic or career interests, while others may provide broader workplace experience. Regardless of the role, working while attending college helps you develop valuable skills such as communication, teamwork, problem-solving, time management, and professionalism.

Congratulations! You've been hired. What's next?

All newly hired student employees must complete the required employment and payroll forms before beginning work. Once your department notifies Payroll of your hire, the necessary forms will be sent electronically through Paylocity. Please monitor both your Elizabethtown College and personal email accounts for instructions and important communications.

To complete the hiring process, you must provide original identification documents for employment verification. Acceptable documents can be found on the second page of the [I9 form](#).

Although documents are submitted electronically through Paylocity, the original identification documents must also be presented in person for verification at the Human Resources Office in Myer Hall.

What are the work hour guidelines and expectations for student employees?

During the academic year, student employees are limited to working a maximum of 20 hours per week while classes are in session. During approved break periods. This includes semester breaks, registration week, final exam week, and the summer term. Students may be eligible to work more than 20 hours per week, subject to departmental needs and supervisor approval.

Student employees are also expected to review and follow the policies outlined in the [Student Employment Handbook](#), as well as any additional handbooks, procedures, or policies provided by the departments in which they work.

When and how will I receive my paycheck once I start working?

Student employees are paid bi-weekly based on their hourly rate and the number of hours worked during each pay period. Direct deposit is strongly encouraged, as it is the fastest and most convenient way to receive your pay.

Students who do not enroll in direct deposit will receive a paper paycheck. An email notification will be sent when the check is available for pickup in the Human Resources Office.

Note: Paper paychecks may take longer to arrive, as they are printed and mailed from an off-site location rather than being printed in the HR Office. Additionally, students may use any bank account for direct deposit, including accounts established in their home state. Opening a local bank account is not required, although students are welcome to do so if they prefer.

For more information on policies and procedures for current on-campus student employees, visit Elizabethtown College [Student Employment website](#) or contact the student employment office.

- HR: 717-361-1406
- Email: payroll@etown.edu