



Careers Start Here

Learn about student employment and our Career
Development Center

Student Employment

- Israel Carter: HR Generalist/Payroll
 - carterisrael@etown.edu
- Katlyn Hoskins: HR/Student Employment Specialist
 - hoskins@etown.edu
- Located in Myer Hall in the Human Resources Department
- Student employment questions, please email payroll@etown.edu or call 717-361-1406
- Summer Hours: Monday- Thursday, 8:30 am – 4:30 pm & Friday 8:30 am – Noon
- Academic Year hours: Monday – Friday, 8:30 am – 4 pm



Student Employment Website



Finding Student Employment



Confidential

Catering Student Assistant Elizabethtown, PA

Apply

Description

The primary purpose of this student position is to provide support for all catering events on and off campus. Student Catering Assistants help ensure that food service operations run smoothly while delivering excellent service to guests attending College events.

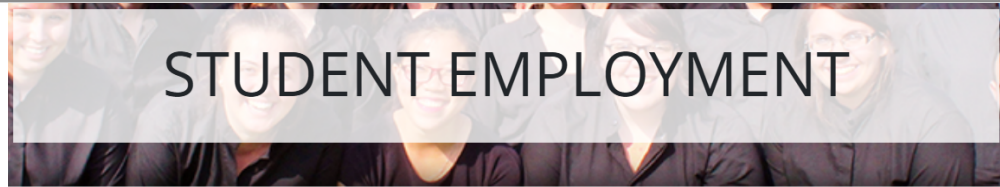
Job Responsibilities

- Assist in the preparation, production, and service of food items for catering events
- Set up, maintain, and break down catering stations, tables, and equipment
- Serve food and beverages in a professional and courteous manner
- Assist with utility and dish room duties as needed
- Maintain cleanliness and organization of all work areas and service stations
- Follow all food safety, sanitation, and workplace safety procedures
- Support catering staff during events to ensure efficient and high-quality service

Requirements

Required Qualifications

Getting Started Student Employment



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In this Section

- Student Employment Home
- Staff and Contact Info
- Current Job Openings
- Getting Started**
- Getting Paid
- Employment Policies

Getting Started

Student Employment at Elizabethtown College is administered through the Student Employment and Payroll Office, located in Myer Hall. Our office is here to assist students throughout the employment process, from hiring and onboarding to payroll and timekeeping.

Federal Work-Study and Institutional Employment

Students have the opportunity to work on campus through two employment programs:

Federal Work-Study (FWS)

Federal Work-Study is a federally funded employment program designed to provide eligible students with part-time employment opportunities. Eligibility for Federal Work-Study is determined by the Office of Financial Aid based on the completion of required financial aid forms and demonstrated financial need.

Questions regarding Federal Work-Study eligibility or your financial aid package should be directed to the Office of Financial Aid:

Office of Financial Aid
Zug Hall, Room 208
Phone: 717-361-1404

New Students Attending Orientation

If you attended New Student Orientation and are still considering student employment, you may complete your Form I-9 in advance to help streamline the hiring process.

By clicking the [I-9](#) link below, you can access the required documents and complete Section 1 of the Form I-9. During Move-In Week, you may bring your completed paperwork and either:

- Two original, unexpired forms of acceptable identification, **or**
- One valid, unexpired U.S. passport

to the Human Resources Office for verification. Please note we do not accept copies of the original forms of ID, but we may make copies for our records.

Please note that all newly hired student employees must complete the full onboarding process through Paylocity before beginning work. However, students who submit their I-9 documentation in advance will have their I-9 verification retained on file for the academic year, helping to expedite the hiring process once a position is accepted.

We encourage students to complete this step early if they anticipate seeking on-campus employment during the academic year.

[Click Here for I-9](#)

The Human Resources office is open Monday through Thursday 8:30 am until 4:30 pm and Friday 8:30 until noon. If you have any questions, please email payroll@etown.edu or call 717-361-1406.

**Student Employment Website:
Getting Started**



Student Employment FAQ

- To work during the semester, do students need to have jobs prior to coming on campus?
- What forms do students need to start working?
- Do students need Federal Work-Study to work on campus?
- How many hours can a student work during the school year?

Student Employment Website: Getting Started



Working on Campus FAQ

Have questions about working on campus? Our Working on Campus FAQ Guide provides quick answers to many of the questions student employees commonly ask.

[Click Here to View the Working on Campus FAQ Guide](#)

If you do not find the answer you are looking for, please contact the Student Employment and Payroll Office. We are happy to assist with any questions regarding student employment, payroll, timekeeping, or the hiring process.

- The Career Development Center educates students on career readiness skills, facilitates connections with employers for internships and jobs, and provides support to students on their professional journey
- True or False:
The best time for my student to visit the Career Development Center is their junior or senior year?
—*FALSE!* Engaging with the Career Development Center should be “early and often”

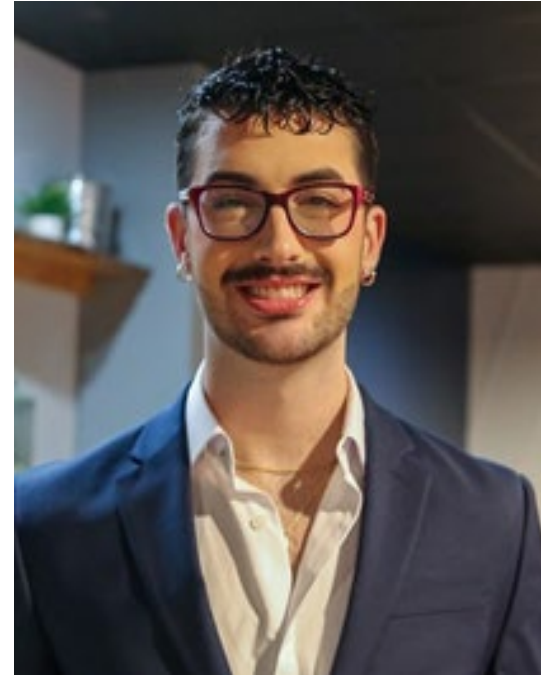
Career Development Center – Meet the Staff



Maureen Brown MS CCC
Senior Director of the Career
Development Center



Lauren C. Allen MA CCSP
Assistant Director of Career Advising
and Programming



Brendan Guy CCSP
Assistant Director of Employer
Relations



Carolyn Rigo MS CCC
Career Counselor

Student Appointments

- Resume Creation or Review
- Cover Letter Creation or Review
- Internship or Job Search Help
- Job or Internship Application Questions
- Career or Major Exploration
- Practice Interview
- LinkedIn/Handshake Profile Help

Career Pathways Courses

- **Exploring Career and Purposeful Pathways (CP 141)**
- Students will explore life work alternatives that are personally meaningful and identify possible career paths by incorporating a knowledge of self to evaluate multiple pathways and develop a framework to pursue their goals. Students will learn how to effectively research career options and how to describe strengths, interests and plans. Graded Pass/No pass, **1 credit**.
- **Professional Skills Development and Defining Career Goals (CP 151)**
- Designed to primarily assist juniors or seniors with professional skills development, this course includes hands-on activities including writing resumes and cover letters, networking, interviewing and searching for a job or internship. **1 credit**, Graded Pass/No Pass.

Appointments & Programming



Highlighted Student Appointments

- Resume Creation or Review
- Cover Letter Creation or Review
- Internship or Job Search Help
- Internship Application Question or Review
- Networking Help
- Career or Major Exploration
- Practice Interview
- LinkedIn / Handshake Profile Help
- Career Assessment Review
- General Career Guidance
- ...and more!

Highlighted Events and Programs

- Industry Meet & Greets
- Exploration Station
- On- Campus Job Fair
- Internship Boot Camp
- Adulthood is Scary
- Mocktails & Mingle
- National Career Development Month Celebration Week
- Monthly Employer Coffee Chats
- Monthly Professional Development Workshops
- Weekly Drop In Hours

Career Development Center – Employer Connections



- Meet & Greets
- Campus Tables
- Information Sessions
- On-Campus Interviews
- Handshake
 - Search and apply for jobs/internships
 - Complete your profile to be viewable by employers
 - Register for Career Development Center events and programs
 - Make an appointment with a Career Development Center staff member
 - Learn about employers, real reviews from students, and interview questions they ask
 - Connect directly with recruiters via messages
- Informational Interviews

A Note on Internships for All Majors

- Interns are **70%** more likely to be hired as a full-time employee with a company
- **66%** of employers think relevant work experience is the most important in their hiring decisions
- Employers are looking for ideally **2** internships by the time a student graduates

Career Action Plan

CAREER DEVELOPMENT
CENTER

ELIZABETHTOWN COLLEGE

- Online module based career action plan
- Four Levels
 - Level 1- EXPLORE (1st Year Students)
 - Level 2- ENGAGE (2nd Year Students)
 - Level 3- ENRICH (3rd Year Students)
 - Level 4- EMBARK (4th Year Students)
- Students receive Career Action Plan certificate upon completion and can showcase to employers
- Students can complete the action plan at any point in their Etown college experience

▼ LEVEL 1 - EXPLORE	
	ACTION STEP 1: Explore Your Interests O*NET Assessment & Appointment 1 pts
	ACTION STEP 2: Attend Exploration Stations in Fall Semester 1 pts
	ACTION STEP 3: Complete Career or Major Exploration Appointment 1 pts
	ACTION STEP 4: Utilize What Can I Do With This Major? 1 pts
	ACTION STEP 5: Craft Your Resume 1 pts

ACTION STEP 5: Craft Your Resume

1 Point Possible

Attempt 1 ▼ In Progress **NEXT UP: Submit Assignment** Add Comment

Unlimited Attempts Allowed

▼ Details

A resume is a living document that will be with you throughout your entire career! To get started with your resume, please review our [Resume Guide](#) and the Undergraduate Resume Tool. After crafting a first draft of your resume, schedule a Resume Appointment with the Career Development Center to have it reviewed.

To submit for this action step, please upload a screenshot of your confirmed appointment with the Career Development Center.

How to Schedule an Appointment with the Career Development Center

[Please use this link to schedule an appointment on Handshake.](#) If you have not logged into Handshake yet, you will use your Etown SSO to log in, you do not need to create an account. Please follow the directions below:

1. When you click on the link, click the blue "Schedule an Appointment"
2. Select Class Year
3. Select Appointment Type (Resume Creation or Review)
4. Select Week (Select week to schedule an appointment by clicking "Week of" and a calendar will drop-down, select the date you are looking to make an appointment)
5. A list of available appointments will show up for the date you selected, if the times don't work with your schedule, select another date from the grid above

- Encourage them to engage "early and often" with the Career Development Center
 - Appointments
 - Meet & Greets
 - Internships
 - Networking Opportunities
 - Career Pathways Courses



2:15 pm: An Insider's Guide to Etown, Leffler Chapel
*Meet up with your student & attend together

3-4 pm: Schedule Questions, Leffler lobby
Get your ID picture taken, Leffler Chapel, 2nd floor
Momentum program meeting, Leffler Chapel
Visit the College Store, Brossman Commons