



Careers Start Here

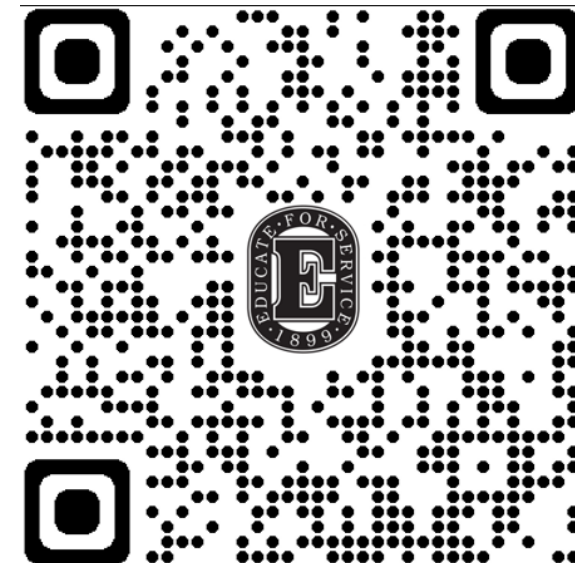
Learn about student employment and our Career
Development Center

Student Employment

- Israeliel Carter: HR Generalist/Payroll
 - carterisraeliel@etown.edu
- Deb Frey: Payroll Manager
 - freyd@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

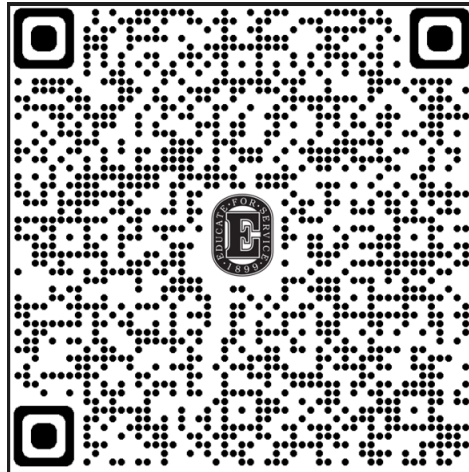


Student Employment Paperwork



Student Employment F.A.Q

- How can a student start applying for jobs 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?



A screenshot of the Elizabethtown College website's Student Employment page. The header is blue with the college's name and logo. Below the header is a navigation bar with links to Admissions, Academics, Campus Life, About, Athletics, Giving, News & Events, and Alumni. The main banner features a group of smiling students and the text 'STUDENT EMPLOYMENT'. Below the banner, there is a sidebar with a list of links under the heading 'In this Section'. The link 'Current Job Openings' is circled in blue and has a red star next to it. A blue arrow points from the QR code to this link. The main content area has a heading 'Student Employment' followed by a paragraph about working on campus. It also mentions 'Contact the Student Employment Office: Myer Hall'.

- 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
Director of the Career Development
Center



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

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.

Career Development Center- Student Support



Fall Events

- Adulting is Scary
- Business Meet & Greet
- Careers in Sports Panel
- Clark Associates Site Visit
- Employer Coffee Chats (Monthly)
- Engineering and Computer Science Meet & Greet
- Exploration Station
- Internship Boot Camp
- Internship Panel
- Mocktails & Mingle
- National Career Development Celebration Month (November)
- Monthly Workshops (Resume, Interviewing, Job/Internship Search)
- Science, Health, and Helping Professions Meet & Greet
- Spring & Summer Internships Meet & Greet
- Weekly Drop-In Hours

Spring Events

- Business Meet & Greet
- Careers in Science and Health
- Creative Careers Week
- Employer Coffee Chats (Monthly)
- Engineering & Computer Science Meet & Greet
- Grill & Connect: A Casual Career Cookout
- Monthly Workshops (Resume, Interviewing, Job/Internship Search)
- Public Service & Creative Careers Meet & Greet
- Senior Transitions
- Teacher Recruitment Day
- Weekly Drop-In Hours



**Other events happen each semester, these are our "signature events". Check out our website or Instagram to stay up to date on events!*

***All CDC Programs are linked to the Etown Blueprint*

Career Development Center – Employer Connections



- Meet & Greet
- 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 & Greet
 - 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, McCormick Gallery
Momentum program meeting, Leffler Chapel
Visit the College Store, Brossman Commons