



# Careers Start Here

Learn about student employment and our Career  
Development Center

# Student Employment

- Israiel Carter: HR Generalist/Payroll
  - carterisrael@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](mailto: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 – 5 pm

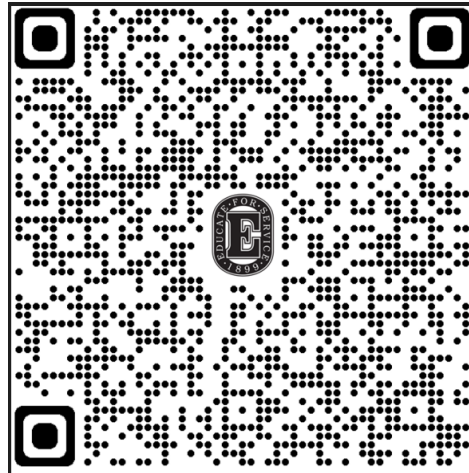


## Student Employment Paperwork



# 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 page features a blue header with the college name and navigation menus. Below the header is a banner image of students with the text "STUDENT EMPLOYMENT". The main content area includes a "Current Job Openings" link highlighted with a red star and a blue arrow, and a "Contact the Student Employment Office" section with the address "Myer Hall".

Elizabethtown College

Apply Visit Directory A-Z Map Info For

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Admissions Academics Campus Life About Athletics Giving News & Events Alumni

STUDENT EMPLOYMENT

Home / Offices / student-employment

**In this Section**

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

**Student Employment**

Working on campus while you are a student here at Etown will help you to balance studies, earn spending money, be involved with co-curricular activities, meet new friends and actually have some fun too!

On-campus employment during college can be conducive to good time management. It can provide you with invaluable experience and connections to the campus community. Working on campus also builds a host of references that are important as you apply for graduate studies and as you begin your career beyond Elizabethtown College.

We hope you find answers to your questions about on-campus employment here at the Student Employment website. Our staff is here to help you in your campus job search process!

**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



**Carolyn Rigo MS**  
Assistant Director, Career &  
Professional Skills Development



## 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
- Graduate School Discussion and Search
- Graduate School Practice Interview

## 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

- Exploration Stations
- Business Meet & Greet
- Engineering and Computer Science Meet & Greet
- Science, Health, and Helping Professions Meet & Greet
- On-Campus Job Fair
- Adulting is Scary
- Virtual Graduate School Fair
- Mocktails & Mingle (2 Nights)
- Competitive Edge Student Athlete Program
- Ongoing Workshops
  - Resume Writing
  - Interviewing
  - Job Offers
- Career Questions Drop In Hours
  - Free LinkedIn headshots available weekly!

## Spring Events

- Business Meet & Greet
- Engineering & Computer Science Meet & Greet
- Senior Transitions
- Creative Careers Week
- Public Service & Creative Careers Meet & Greet
- On-Campus Job Fair
- Ongoing Workshops
  - Resume Writing
  - Interviewing
  - Job Offers
- Career Questions Drop In Hours
  - Free LinkedIn headshots available weekly

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

# Sample Events- Spring 2024

## ENGINEERING AND COMPUTER SCIENCE COMPANY MEET & GREET

The best way to connect with employers on campus for Engineering & Computer Science majors!

**THURSDAY  
FEBRUARY 15TH  
3:00-5:00 PM EST  
MINERAL GALLERY**

Use the QR Code to see all participating employers and register on Handshake!



### Did you know?

- 52% of last year's internships were within the Etown network
- 46% of job offers were from the Etown network (Class of '23)

### GOLD SPONSORS

**ARM Group Enterprises Inc.**



**Deloitte.**



## CAREER DEVELOPMENT CENTER ELIZABETHTOWN COLLEGE

# Business Meet & Greet

**TUESDAY, FEB. 20, 3-5 P.M.**  
THE KAV

### Join Us!

Meet with employers in the business industry to learn about career and internship opportunities. Pre-registration on Handshake is required!

MARK YOUR CALENDARS!



### GOLD SPONSORS:



### SILVER SPONSORS:



PRE-REGISTER ON HANDSHAKE!



ETOWN BLUE PRINT  
Program Domain: Civility & Curiosity  
Event Type: Participant - 5 points

Questions? Contact the Career Development Center at [careerdevelopmentcenter@etown.edu](mailto:careerdevelopmentcenter@etown.edu)

## CAREER DEVELOPMENT CENTER ELIZABETHTOWN COLLEGE

# Creative Careers WEEK

FEBRUARY 26-29

PRE-REGISTER on Handshake!

### Join Us...

as we celebrate the Elizabethtown College Career Development Center's Creative Careers Week with engaging events, dynamic speakers, and access to career resources and advice!

### MONDAY, FEBRUARY 26

**CAREERS IN GRAPHIC DESIGN**  
11 A.M.-Noon | McCormick Classroom  
**CREATIVE CAREERS WEEK PANEL**  
4-5 P.M. | McCormick Classroom

### TUESDAY, FEBRUARY 27

**CAREERS IN WEB WRITING**  
2-3 P.M. | McCormick Classroom

### WEDNESDAY, FEBRUARY 28

**WHAT DO HIRING MANAGERS LOOK FOR IN PORTFOLIOS?**  
9:30-10:30 A.M. | McCormick Classroom  
**CAREERS IN PROFESSIONAL WRITING**  
2-3 P.M. | McCormick Classroom

### THURSDAY, FEBRUARY 29

**CAREERS IN MUSIC**  
12:30-1:30 P.M. | McCormick Classroom  
**CREATIVE FREELANCE WORK**  
2-3 P.M. | McCormick Classroom  
**CREATIVE CAREERS & PUBLIC SERVICE MEET & GREET**  
3-5 P.M. | KAV

MARK YOUR CALENDARS!



PRE-REGISTER ON HANDSHAKE!



## Clark Associates Site Visit

Tuesday, February 27th, 2024

10:30 am - 1:30 pm

*\*Bus leaves at 9:30 am and returns by 2:30 pm!*

This is an exciting opportunity for students to travel to Clark Associates and learn more about their organization, internship, and job opportunities and meet with employees working in their fields of interest.

Transportation Provided  
25 spots available



Register here!





# Sample Events – Spring 2024



**CAREER DEVELOPMENT CENTER**  
ELIZABETHTOWN COLLEGE

## Creative and Public Service Careers MEET & GREET

**THURSDAY, FEB. 29, 3-5 P.M.**

**THE KAV**

Meet with employers in the creative and public service industries to learn about employment and internship opportunities. Pre-registration on Handshake is required!

**PRE-REGISTER ON HANDSHAKE!**

**ETOWN BLUE PRINT**  
Program Domain: Civility & Curiosity  
Event Type: Participant - 5 points

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**CAREER DEVELOPMENT CENTER**  
ELIZABETHTOWN COLLEGE

## Careers in Sports Symposium

**MARCH 12-14**

**MARK YOUR CALENDARS!**

**Join Us...**

The *Careers in Sports Symposium* will feature presentations by a wide range of professionals, including several Elizabethtown College alumni, who hold a variety of careers and leadership roles in the sports industry. Students will gain valuable insight on how they can translate a passion for sports to successful and fulfilling careers.

**TUESDAY, MARCH 12**

**CAREERS IN COACHING**  
9:30-10:20 a.m. | Hoover 110

**CAREERS IN HEALTH & WELLNESS**  
2-2:50 p.m. | Hoover 110

**WEDNESDAY, MARCH 13**

**CAREERS IN SPORTS MARKETING**  
2-3:20 p.m. | Hoover 213

**THURSDAY, MARCH 14**


**CAREERS IN SPORTS MEDICINE**  
11-11:50 a.m. | Hoover 110

**CAREERS IN SPORTS FOR STEM MAJORS**  
4-5 p.m. | Gibble Auditorium

**PRE-REGISTER ON HANDSHAKE!**

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**CAREER DEVELOPMENT CENTER**  
ELIZABETHTOWN COLLEGE

## Science, Health and Helping Professions Meet & Greet

**WEDNESDAY, MARCH 27, 1-3 P.M.**

**THE KAV**

Meet with employers in the science, health, and helping professions industries to learn about employment and internship opportunities.

**PRE-REGISTER ON HANDSHAKE!**

**ETOWN BLUE PRINT**  
Program Domain: Civility & Curiosity  
Event Type: Participant - 5 points

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**CAREER DEVELOPMENT CENTER**

**SPRING 2024 WORKSHOP SERIES**

**14 FEB** **Resume Writing**  
11AM - 12PM  
MCCORMICK CLASSROOM HIGH LIBRARY  
Have a resume? Need a resume? Either way come learn resume best practices!  
**SCAN ME TO REGISTER!**

**13 MAR** **Interviewing**  
11AM - 12PM  
MCCORMICK CLASSROOM HIGH LIBRARY  
Want to learn how to ace an interview? Come and learn tips & tricks to a successful interview!  
**SCAN ME TO REGISTER!**

**10 APRIL** **Handshake Best Practices**  
11AM - 12PM  
MCCORMICK CLASSROOM HIGH LIBRARY  
Learn how to schedule appointments with CDC, find jobs and internships, connect with employers, and find Etown career events!  
**SCAN ME TO REGISTER!**

**ETOWN BLUE PRINT**  
Civility & Curiosity  
5 points

# Sample Events – Spring 2024



## Spring 2024 LinkedIn Headshot Opportunities



Stop by one of these  
events or locations to  
have your  
professional headshot  
taken for FREE!

Business Meet & Greet  
February 20th 3-4:45 pm | KAV

Career Development Center  
March 18th 3-5 pm

Science, Health, and Helping Professions Fair  
March 27th | 2-3 pm | KAV



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## **DROP IN HOURS** SPRING 2024

**EVERY FRIDAY**  
**FROM 2-3:30 PM**  
**@ THE CAREER DEVELOPMENT  
CENTER**

VISIT DROP-IN HOURS FOR QUICK CAREER  
QUESTIONS, RESUME OR COVER LETTER HELP  
AND MORE!



**CAREER  
DEVELOPMENT  
CENTER**  
ELIZABETHTOWN COLLEGE

## Resumania

April 8th - 11th | 9 am - 4 pm | Career Development Center

Meet with a Career Development Center Staff member or employer partner to have your resume reviewed during a 20 minute slot! Reserve your spot today!



## Mock Madness

April 15th - 18th | 9 am - 4 pm | Career Development Center

Meet with a Career Development Center Staff member or employer partner to conduct a mock interview during a 20 minute slot! Reserve your spot today!





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



**12-1:45 pm – Lunch & Explore: Meet up with your student & then...**

Visit the **Resource Fair** to learn about resources & meet Etown staff, *Brossman Commons KAV*

Talk to the Academic Advising team about **Schedule Questions**, *Brossman Commons, 2<sup>nd</sup> floor*

Tour our **Residence Halls**, *leave from Brossman Commons concourse, 1<sup>st</sup> floor*

Visit the **College Store**, *Brossman Commons, 1<sup>st</sup> floor*

**Student athletes**, visit your coach, *Thompson Gym*

Get your **ID picture** taken, *Leffler Chapel*

Enjoy **lunch** sometime during this timeframe – *Brossman Commons, 2<sup>nd</sup> floor*

**1:45 pm – our next session begins in Leffler Chapel**

1:45 pm – An Insider's Guide to Etown (hear from current Etown students)

2:15 pm – Empowering Success: Expectations, Autonomy and Growth

3 pm – Until August