Finding a Job

Policy/Procedure

The College employs students in various capacities campus-wide. Priority is given to students who are Federal Work Study (FWS) eligible. It is the policy of Dickinson College that all First Year students will work in Dining Services.

Students are responsible for finding and applying for campus jobs. A work-study award does not guarantee employment.

The Student Employment Office advertises campus employment jobs online in Dickinson Connect (www.dickinsonconnect.com). This system is available to you 24 hours a day, seven days a week. You must complete a user profile in DickinsonConnect before being able to search for jobs. Once your profile is complete, and you are granted access to the DickinsonConnect system, you will be able to search and view student employment opportunities.

All positions have detailed job descriptions and application instructions. While we have numerous
on-campus employment opportunities, jobs are competitive, and you will have to demonstrate to the supervisor that you are the best candidate for the job. All jobs at Dickinson provide skills and opportunities for you. All positions pay above the federal minimum wage, and the Pennsylvania state minimum wage.

How to Find a Job

Go to the Career Center webpage (www.dickinson.edu/career/) and select DickinsonConnect under Quick Links.

1. Log on to DickinsonConnect. (www.dickinsonconnect.com)
2. Go to the Quick Search links on the left hand side of the page.
3. Click the link for "On-campus Student Employment".
4. To search for all available jobs on campus, click "search" and **all** available on-campus jobs will be listed.
5. To search by keyword (i.e. department/skill), enter any keyword(s) in the "keyword" box. Then, click "search" and the on-campus jobs that match your search criteria will be listed.
6. Click on the name of the Job Description you would like to see.
7. Application Instructions and the person to contact are listed on the bottom of the job description.

Contact the Student Employment Office if you encounter any difficulties.

Related Information

History/Revision Information

Responsible Office/Division:

Effective Date:

Last Amended Date:

Next Review Date:

Also Found In: Student Employment Handbook for Students