

Finding a Job on Campus

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 the Dining Services department. Students are responsible for finding and applying for campus jobs. A work-study award does not guarantee employment. The Student Employment office advertises campus jobs online in Handshake system. This system is available 24 hours a day, seven days a week.

Student access to Handshake is available through the Gateway.

- Log into your [Gateway](#) account.
- Click on the “ACADEMIC RESOURCES” link in the left navigation bar.
- A link for Handshake will be under the CAREER CENTER RESOURCES heading.
- Click on the ‘Handshake’ link.

All positions have detailed job descriptions and application instructions. Jobs are competitive. Student will have to demonstrate to the supervisor that they are the best candidate for the job. All jobs at Dickinson provide skills and opportunities for students.

Finding a job is quick and easy, follow the step below:

1. Click on ‘Jobs’ from the top menu bar; this should take you directly to the job search page.
2. To find positions designated as on-campus jobs, click the On-Campus filter. This will give you all of the jobs that have been specified as on-campus positions..
3. Available jobs will appear.
4. Click on the Job Title to view the Job Description.
5. **In order to apply for a job, follow the instructions contained within the Job Description. Do not use the ‘Apply Now’ button.**