

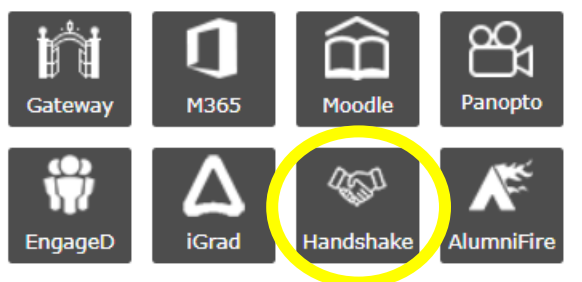
Finding a Job on Campus

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.

- Sign into Gateway.
- Click on the Handshake tile from the ‘Application Launch Pad’

APPLICATION LAUNCH PAD



- You will be logged into your Handshake account.

All positions have job descriptions and application instructions. Jobs are competitive, and students will have to demonstrate to the supervisor that they are the best candidate for the job.

Follow the steps below to find a job on campus:

1. Click on ‘Jobs’ from the menu bar on the left side of the page; this should take you directly to the job search page.
2. Click on the ‘All Filters’ button at the top of the page.
3. Select the button for ‘On-Campus’ under Job Type.
4. Click the button for ‘Show Results’.
5. Available on-campus jobs will appear.
6. Click on the Job Title to view the Job Description.
7. **In order to apply for a job, follow the instructions contained within the Job Description. **Do not use the ‘Apply Now’ button.****