CAMPUS JOB OPPORTUNITIES—
OTHER APPLICATION PROCESSES

SHIPPENSBURG UNIVERSITY
Career Center

CUB

- Application and job information available on SHIP Career Connection. Continual hiring process as positions open.
- Web page: http://www.ship.edu/career. Under SHIP Career Connection, click "Current Students" (follow steps on Page 2 of this sheet). Complete your profile and review "SHIP Career Connection Jobs". Use the "Advanced Search" to select "On Campus Student Employment".
- **Positions offered:** Event and Information Services Crew; Entertainment Crew; Project Center Crew; Technical Equipment Crew.

Departmental and Academic

- Application process and availability of positions vary by department/office. Visit offices in areas of interest to inquire and apply.
- **Positions offered:** Academic departments, Dean of Students/Student Affairs, tutoring, library, etc.

Department of Recreation

- General application available at ShipRec entrance desk and posted online.
- Web page: http://www.ship.edu/recreation/staff/
- **Positions offered:** ShipRec Desk Staff; Intramural Staff; Lifeguards; Group Fitness Instructors; Maintenance Staff.

Dining Services

- General application available at any dining hall office (Reisner, Kriner, CUB)
- Web page: http://www.dineoncampus.com/ship/

Microcomputer Lab Department

- Application information available on the website. Interested students should send contact information and current resume to microlabs@ship.edu.
- Web page: http://www.ship.edu/Microlabs/Student_Employment/
- **Positions offered:** Lab Attendants; Student Technicians; Student Help Desk.

Residential Life

- Application and job information posted on website.
- http://www.ship.edu/Housing/Employment/Residence_Hall_Employment/
- **Positions offered:** RA (Resident Assistant); DA (Desk Assistant).

Shippensburg University Foundation

- General application and job information available on website. Positions available at beginning of each semester. Interviews conducted first week of classes.
- Web page: http://www.sufoundation.org
- **Position offered:** Phonathon Student Caller.

University Store

- Application available in-store or online. Hire in August, November, January and April.
- Web page: http://www.bookstorejobs.com/career/tempapply.cfm?storenum=1240
- Positions offered: Up to 60 student workers during Rush and Buyback periods.

UPS Store

- Students must apply in person. Employment availability changes every semester.
- Web page: theupsstorelocal.com/6335
- Part time positions, 4 - 20 hours a week.

CONTACT INFORMATION

Career Center **Ceddia Union Building 108**
Phone: (717) 477-1484 **career@ship.edu** **www.ship.edu/career**

ON & OFF CAMPUS JOB OPPORTUNITIES

SHIPPENSBURG UNIVERSITY
Career Center

SHIP CAREER CONNECTION

For detailed listing (and descriptions) of part-time, full-time, internship opportunities and more!
*(**Note:** Some campus positions may be listed on SHIP Career Connection; however, not all offices use the site. If seeking a campus job or federal work study position, directly contact offices/departments of interest. Be sure to let them know you are federal work study eligible, if applicable.)*

To get started with SHIP Career Connection:
- Go to: www.ship.edu/career
- Under Ship Career Connection click " Current Students" (Login using the MyShip Portal)
- Create a personal account by building your Personal Profile and upload your resume. Search for jobs and more!!!

Build a Personal Profile:
- Click the "Personal" tab to update contact information
- Click the "Academic" tab to update geographical preferences, graduation date, and other school information
- Click the "Privacy" tab to specify email, text and calendar setting/notifications

My Documents:
- View, update, and upload personal documents such as your resume, cover letter, transcripts, and writing samples. *(**Note:** All required fields in "My Profile" must be completed before uploading documents.)*

Resources:
- Click the "Career Explorer" tab to explore information about leading industries and popular careers
- Click the "Document Library" tab to view career-related resources, handouts and samples

Jobs:
- Click "Ship Career Connection Jobs" to view current jobs posted by employers to Shippensburg University students/alumni
- Click "NACElink Network" to search nationwide job postings within a specific geographical location
- Click on the specific job title to review the company, details and job description

Interviews:
- Search employers, view information about on-campus interviews, request interviews and view scheduled interviews

Networking:
- Search the mentor network and express interest in connecting with mentors in field(s) of interest

Events:
- View information regarding upcoming job/internship fairs, information sessions, and career-related sessions

Calendar:
- View important dates and personal events for the upcoming weeks
- Sync important dates directly to your calendar

Area Employers Hiring SHIP Students

Walmart (717-532-4240)
Sheetz (717-532-3838)
University Grille (717-532-4141)
Planet Fitness (717-530-1435)
Dollar General (717-532-3606)
McDonald's (717-530-5464)
Subway (717-530-5151)
Rutters (717-477-9335)
Burger King (717-532-7945)
Verizon (717-530-1900)
Wendy's (717-532-8477)
Giant (717-532-7515)
Knutes (717-532-3876)
CJ's (717-532-5612)
Pizza Hut (717-532-9554)
Weis (717-532-3432)

**This is not a comprehensive list of area of employers. If interested in off-campus jobs, visit companies/organizations of interest to inquire about job opportunities and how to apply.*