Quick Tips
GettysburgWorks On-Campus Job Search

• Log in to your account, click on Profile in the blue bar at the top of your screen, switch to tab view; complete required profile information (anything with a red asterisk); complete additional profile information related to your career interests, geographic preferences, skills, etc. (Career Interest and Talent Search tabs)

• Click on Jobs and then GettysburgWorks in the blue bar at the top of your screen (you won’t be able to do this if there is any missing required profile information)

• Click on Advanced Search next to the “Find jobs…” search box and choose Gettysburg College Department/Office under “Position Type;” then click on Search

• Click on the job title, Apply or More to see the full job posting where you should find information on how to apply (to return to the job listing click on Jobs and GettysburgWorks in the blue bar or use the Back button at the bottom of the screen)

• Starting at the beginning of the fall semester, there may be some postings with a position type of Gettysburg College Department/Office and/or Community Service/Volunteer which require that a student have a work study award to apply. Note that some of these positions may be too far away for students without transportation.

Important Notes

• You must have a resume uploaded and approved in your account in order to apply for positions accepting applications through GettysburgWorks however departments have been encouraged to include contact information for applications outside of the system

• Counselors are available to help you write a professional resume. Draft and upload a resume into your GettysburgWorks account for review or call 717.337.6616 to set up an appointment.

• Do not use the back button on your browser (it will kick you out). Instead, either use the back button at the bottom of your screen or the tabs on the blue bar at the top of your screen to return to another area of your account.

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