

## Thiel College Student Success:

# Student Employment

The Career Development Center and Human Resources office partner together to help students find and obtain student employment opportunities on campus.



**Liza Schaef**

*For help with searching & applying for jobs or using your college central account, contact::*

**Career Development Center**  
[careerservices@thiel.edu](mailto:careerservices@thiel.edu)

*Once hired, if you need help in completing your PAYCOM enrollment/initial training, contact:*

**Human Resources Office**  
[studentemployent@thiel.edu](mailto:studentemployent@thiel.edu)

**Develop solid work habits, expand your resume, and learn new skills, all while earning some extra money!**

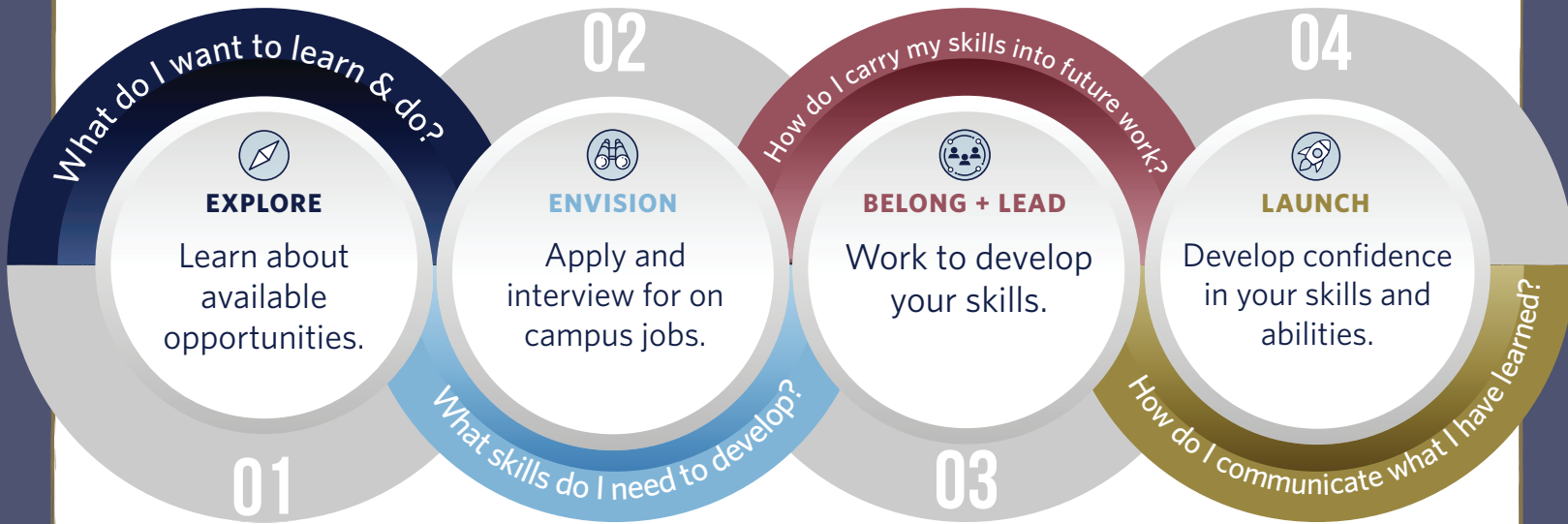
Thiel College provides valuable student employment opportunities for eligible students to gain work experience, develop work habits and skills, and learn time management skills. Working on campus offers an incredibly convenient work environment. Working on campus means that your job is just a short walk away from whichever campus buildings you're in and work is available around your class schedule. Find an on campus job that matches your interests or skills!



**THIEL**  
Career Development Center



# The Tomcat Way for <sup>student employment</sup> Success!



## We help students:

Learn  
**HOW TO  
SEARCH & APPLY**  
for **ON-CAMPUS  
jobs**

Learn  
**ESSENTIAL  
job skills**

**ENGAGE** in  
OPPORTUNITIES  
for *Calling*  
and *Career*  
**EXPLORATION**

Earn  
**MONEY**

Build  
**NACE**  
Career Readiness  
**COMPETENCIES**

Make a  
**POSITIVE  
CONNECTION**  
With the campus  
community

- **Step 1: Log in to your college central account**  
[www.collegecentral.com/thiel](http://www.collegecentral.com/thiel)
- **Step 2: Search for on-campus jobs**  
'My Schools Jobs' > 'Job Type' > Student Employment & review available job descriptions
- **Step 3: Complete Application**
- **Step 4: Interview & Receive offer of employment**  
Individual departments will contact you, schedule an interview, and notify you if you are hired
- **Step 5: If offered a position, you be contacted by Human Resources to complete enrollment in PAYCOM**
- **Step 6: Begin Work**  
Make sure steps 1-5 are completed in their entirety before you begin work