



BEGINNINGS

Your Summer Preparation for Christendom.



Student Employment Opportunities

Welcome, Class of 2026!

Each semester, Christendom hires more than 175 students to fill various rolls on campus, from food services to the library, receptionist to sacristan, and many others. These jobs are generally nine hours per week, though they vary from department to department. They are an opportunity for you to serve the College, gain work experience, and earn wages, all as you study at Christendom.

To review some basic steps for entering the Student Employment work program here at Christendom College, please visit our website: [Student Employment Opportunities](#). **Please make sure – if you think you might ever work for Christendom as a student – that you come to campus with your original (i.e., not scans or copies) I-9 documents as mentioned on the webpage.** Applications for the fall semester will be available throughout the summer, so please check the listings through the link, where it says, “To view current job openings, click here”. I will also be emailing notices of new job postings as they come.

Once you apply for a job using the Paycom jobs board webpage, department supervisors will review the list of applicants and their Application Résumés (please include these in your applications!). Supervisors will then contact selected candidates to offer jobs. Job offers will come through the Paycom account you created when applying, so please remember your login credentials for the jobs board webpage, as it will be different from the account you will receive from Paycom should you be hired. Also, please keep an eye out for an offer letter notice that will be sent to the email address you entered when you created the account and be sure to respond promptly.

As you make your way through the hiring process, there are three people you may need to contact for help:

- Your supervisor, to confirm your start-date, your schedule, and to start the in-person on-boarding process
- Mrs. Kathleen Callegari (me), Payroll & Benefits Manager, with whom you will need to schedule a time to show your original I-9 documentation (e.g., driver’s license and Social Security Card – please see Form I-9 page 3 for other acceptable combinations of documents)
- Mrs. Kristin Stephens, Director of Career Development, about how to write your Application Résumé and choose a position to fit your future career goals

If you have any questions with this process or with the Paycom system, please contact me directly. You may contact me by email at kathleen.callegari@christendom.edu

I look forward to welcoming you on campus this fall!

Kathleen Callegari
Payroll/Benefits Manager



GET-TO-KNOW *Christine Schmidt*

- Hometown- Elmira, NY (Finger Lakes)
- Financial Aid Officer (assisting students and parents with financial assistance and scholarships)
- Undergraduate: Christendom (19’)
- Hobby: plein air sketching

Important Dates

- July 10** - Deadline for Required Forms (see MyChristendom account to complete)
- July 10** - Deadline for Local Students to make request to live at home
- Mid-July** - Instructions on Class Registration and link to Book List
- August** - Receive housing assignments
- August 12** - Deadline to register and pay for Airport Shuttle (Transportation Request found in Important Links)
- August 19** - Move-In Day

Important Links

- Orientation Webpage
- Orientation Guide
- Roommate Questionnaire
- Move In Day Survey
- Transportation Request
- Student Handbook 2022-2023
- St. Basil Summer Reading
- Academic Calendar
- Academic Bulletin

Recommended Video

5 Challenges Freshmen Face in College



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