



***Welcome to Mt. San Jacinto
Community College District's
Online Application Process!***

Assignments offered through our **Student Workforce Program (SWP)** are a fantastic way to learn about the Mt. San Jacinto College District while working on a temporary, at-will basis. The objective of student employment is to provide students with an opportunity to gain work experience in their field(s) of interest while actively pursuing their educational goals.

Student employment is classified by two categories (i.e., SWP Classifications):

Non-Federal (District): student employment is funded utilizing the department's district funding. This classification is for students who do not receive FAFSA financial assistance and for those not awarded the Federal Work Study grant.

Federal Work Study (FWS): student employment is funded through a federal student financial aid program (grant) authorized under the Title IV of the Higher Education Act. Students must establish financial need according to Federal guidelines. The institution receives funds from the Department of Education to employ students under the Federal Work Study program.

"How do I know if I've been awarded with Federal Work Study?" Please refer to your Student Eagle Advisor. You may also contact Financial Aid at (951)487-3245 or (951)639-5245 or visit the Financial Aid office at the San Jacinto or Menifee Valley campus or confirm whether you have been awarded.

To search and apply for current **Student Worker** job opportunities, please follow these instructions:

1. Log onto our homepage at www.msjc.edu
2. Click the 'Human Resources' link on left side of the home page.
3. To access current job postings for a variety of student jobs, select **Student Workforce Program**.
4. On the MSJC Careers page, additional information for each position can be located by selecting each individual job title. This will include the following: essential duties and responsibilities, desired qualifications and requirements, location and schedule, and conditions of employment.
***The SWP Classification (District or Federal Work Study/FWS) for each available position will be indicated under Conditions of Employment on the job posting. Students who have not been awarded FWS for the current school year are encouraged to apply for District job postings ONLY.
5. We encourage you to apply to multiple positions as there is no guarantee you will be selected for the position you apply to. After selecting all interested positions, click "Apply" in the right hand corner of each posting.
6. Applications must be submitted through our NEOGOV online portal; all applications must include a current resume. Email notifications will be sent notifying applicants of their status.
7. Department Supervisors will have access to referred applications, and will contact the student for interviews via telephone or via email.

For any questions, please contact the Human Resources office: (951)487-3161