STUDENT WORKFORCE PROGRAM
PROCEDURE SUMMARY

ABOUT OUR STUDENT WORKFORCE PROGRAM

Mt. San Jacinto Community College District accepts applications for our **Student Workforce Program** (SWP) for a variety of temporary, part-time, and entry-level jobs.

The goal of the **Student Workforce Program (SWP)** is intended to provide a balance between the interests of the student and the needs of the department. Assignments offered through our Student Workforce Program are a great way to learn about working for the District while working on a temporary, at-will basis. During their assignment, many SWP employees find the District is a great place to work and seek permanent, full-time employment through our regular competitive selection process.

Applications which meet the required minimum qualifications are kept on file for 4-months from the date the District verifies the applicant's qualifications. Various department Administrators and/or Deans will have access to these applications. The department Administrator, Dean or their designee will contact those applicants they are interested in interviewing. We encourage you to apply to multiple positions as there is no guarantee you will be selected for the position you apply to. All applicant notification is sent via email, so please be sure to check your email regularly to ensure timely communication. Once the position closes, you should receive notification within **ten (10) business days** regarding the status of your submission. When setting up your profile on NEOED, we recommend using your MSJC student email address for applicant notification.

GENERAL GUIDELINES

- SWP workers may not replace or fill a permanent staff position
- Job responsibilities must not promote religious doctrine or involve political lobbying
- SWP workers cannot work in a department for the sole purpose of filling in when a department is short-staffed due to absence(s)/Leave(s)
- Each department will interview and hire SWP workers according to their own procedures
- Only one (1) position with MSJC is allowed at any given time

DUTIES AND TASKS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements and duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

- Detailed job duties will be determined when a specific position becomes available

SWP CLASSIFICATIONS

Student employment is classified by two categories:

1. **Non-Federal (District):** student employment consists of a student being hired in a specific department, utilizing that department's district funding.
2. **Federal Work Study (FWS):** student employment is a federal student financial aid program authorized under Title IV of the Higher Education Act. Students must establish

financial need according to Federal guidelines. The institution receives money from the Department of Education to fund the Federal Work Study program.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Establish and maintain cooperative and effective working relationships with others, including those from a diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff

QUALIFICATIONS:
MINIMUM QUALIFICATIONS

- SWP employees must meet the following eligibility requirements:
  - Be a U.S. Citizen, a U.S. National or Permanent U.S. Resident
  - Maintain at least half-time enrollment status (*six units) for each semester employed
    - *3 semester units during summer session
  - A minimum GPA of 2.0
  - Minimum qualifications will be determined when a specific position becomes available

CONDITIONS OF EMPLOYMENT
The initial salary placement for SWP positions vary depending on the position and amount of reasonably related experience. These positions are part-time. A student may work up to 20 hours per week each semester and up to 28 hours per week during winter break, spring break, and summer.

LOCATION AND SCHEDULE
Depending on the job vacancy, each position serves District-Wide; applicants may be assigned to any district facility. **The work schedule varies, depending on the specific job and department needs.** If you have a schedule preference, you are advised to specify your availability when completing your online application profile. See example below, related to the fields you should populate in detail when completing your profile on NEOED.

What type of job are you looking for? (Optional)

- [ ] Regular
- [ ] Temporary
- [ ] Seasonal
- [ ] Internship

What type of work will you accept? (Optional)

- [ ] Full Time
- [ ] Part Time
- [ ] Per Diem

Objective (Optional)

State your objective...

APPLICATION PROCEDURES

1. Applications must be submitted through our online portal; **creating a profile on NEOED is required**
2. Attach a current resume
3. Include transcripts of college-level coursework, certification, training, vocational, or related program(s) if you want this information noted in consideration of your knowledge, skills and abilities

TIPS FOR APPLYING

- You may obtain your GPA by logging into Canvas, by contacting Financial Aid https://www.msjc.edu/StudentServices/FinancialAid/Pages/default.aspx or Enrollment Services https://www.msjc.edu/StudentServices/EnrollmentServices/Pages/default.aspx
- We advise you to apply to all jobs that interest you (apply to multiple job openings)
- These are competitive recruitments available to all Students at MSJC. To remain competitive, we advise you to attach transcripts, documents, and certification which you feel confidently portray your skills and abilities related to the department you seek to work with
- The documents attached to your online application must satisfy the **Minimum Qualifications** listed for the job
- Before scanning your attachments, **remove sensitive, confidential information**, such as date of birth and social security number
- If hired, the applicant may be required to submit official transcripts at the commencement of employment
- Foreign transcripts and degrees must include an evaluation by a United States clearing house