

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.

guarantee you will be selected for the position you apply to. All applicant notification is sent via email, so please be sure to provide a current email address.

- SWP workers may not replace or fill a permanent staff position
- x Job responsibilities must not promote religious doctrine or involve political lobbying
- x 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)
- x Each department will interview and hire SWP workers according to their own procedures
- x 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.

- x 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 position classified as V SHFLILF GHSDUWPHQW XWLOLJLQJ WHKIDW GHSDUWPHQW IV GLVWU
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

APPLICATION PROCEDURES

1. Applications must be submitted through our online portal;