1. Visit www.mvc.edu/se
2. Click on “Job Openings” to view available jobs.
3. Select the TYPE of employment you are seeking.
4. For student employment positions, scroll to and click the boxes labeled “Student Employment”*
   *There are TWO types of jobs posted: Federal Work Study funded (requires a FAFSA on file) and District funded. Make sure to check BOTH boxes. Positing for both will be different.
5. View positions. *Apply for and view positions that are labeled MVC. If MVC is your home campus, you are only eligible to work in positions on Moreno Valley Campus (MVC).
6. Once you’ve select a position you would like to apply for, click APPLY FOR THIS POSTING at the top of the job detail screen.
7. New users will have to create a log in, password and application by clicking on “Fill out a new application.”
8. Submit your application once you have completed every section of the application to the best of your knowledge. You can apply for as many MVC positions as you are qualified to apply for.
9. The system does NOT notify you of the status of your application. To check your status you will have to periodically log back onto the system.
10. After positions are taken offline for screening, it is up to the hiring department/supervisor to contact you for an interview if they are interested. If not selected for an interview, your online status will be updated to “not selected.”

For questions regarding this process, contact MVC Student Employment at (951) 571-6252.
Students who DO NOT have access to a computer or online resources, may access computers in the MVC library or in the lobby of Student Employment and Admissions and Records.