

## How Do I Apply for Jobs on Campus?

1. Visit [www.mvc.edu/se](http://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”\*

**RCCD | RIVERSIDE COMMUNITY COLLEGE DISTRICT**

HOME  
SEARCH POSTINGS  
CREATE APPLICATION  
LOG IN

• SELECTION PROCESS  
• EMPLOYEE BENEFITS  
• THE DISTRICT

Full-Time Faculty, Counselor, Librarian, Pre-School Teachers	Part-Time Faculty, Counselor Librarian, Pre-School Teachers
Academic Management	Classified Management/Supervisors
Support Staff (Classified/Confidential)	Short Term, Special Project as Needed Positions
Senior Citizen Education Part-Time Instructors	
* Student Employment (District Jobs)	* Student Employment (Federal Work Study Jobs)

\*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. Posting for both will be different.

5. View positions. [\(SE\) STUDENT AIDE II - OUTREACH - MVC](#) [View](#) \*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.**”

**New Applicant:**

[Fill out a new Application](#) if you have not yet completed an application using this system.

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.

**Existing Users:**

If you already have an electronic application on file, please login to the site with your User Name and Password.

User Name:

Password:

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**