



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

To search and apply for current job opportunities, please follow these step-by-step instructions:

1. Access our MSJC homepage at www.msjc.edu.
2. To search and apply for current job opportunities, click [Employment](#) from the top menu bar on the college home page.
3. To view active recruitments, select [Main Job Board](#). This includes recruitments for Classified, Supervisory/Confidential, Full-time Faculty, and Administrative positions.
4. Associate Faculty job postings are also available on the [Main Job Board](#) and applications are accepted on an ongoing basis. Applications which meet the required minimum qualifications are referred to the hiring manager(s) and will remain active for up to 6-months from the date the District verifies the applicant's qualifications.
5. To access temporary, part-time, and entry-level jobs, select [Temporary Workforce Program \(TWP\)](#). These applications are accepted on a continuous basis. Applications which meet the required minimum qualifications are kept on file for 6-months from the date the District verifies the applicant's qualifications.
6. To access temporary, part-time, and entry-level jobs for Student Workers, select [Student Workforce Program \(SWP\)](#). These applications are accepted for open positions only. Departments seeking student workers post individual job openings. Applications which meet the required minimum qualifications are referred to the hiring manager(s) and will remain active for up to 4-months from the date the District verifies the applicant's qualifications.
7. To apply for a specific position, select the desired job title. The job posting fly-out will appear, displaying the job summary, duties and tasks the position entails, the minimum qualifications, application procedures, etc.
8. Click the green 'Apply' button on the top right corner to create an account as a new applicant or sign in as an existing user.

Note: If this is the first time you are using our online job application system, you will need to create an account with NEOED. Your password must be at least 8 characters in length and contain upper- and lower-case letters, numbers and symbols. Keep a record of your username and password.

9. It is important that your application show all the relevant education and experience you possess. Applications may be rejected if incomplete. In addition to the online application, upload and attach your resume, transcripts, letters of recommendation, and any additional documents relevant to the position in which you are applying. Please refer to the **Tips for Applying** section on the job posting for further information. Any documents you want considered as part of your application profile **MUST** be included at the time you apply through NEOED. We will not accept hard copies of any documents related to job applications.

Human Resources Office: 951-487-3161

NEOGOV/NEOED Customer Service: 1-855-524-5627

FREQUENTLY ASKED QUESTIONS

The responses to these frequently asked questions are general and **INTENDED AS GUIDANCE ONLY**. You may always contact the Human Resources office for clarification of your particular situation.

Q #1 - Will I be considered for employment if I do not have authorization to work in the United States?

A #1 - No, you must meet the Federal requirements for employment in the United States before you may be hired by MSJC.

Q #2 - Does the college reimburse applicants for travel expenses to attend interviews?

A #2 – No, travel costs related to any interview with our District is the applicant’s responsibility.

Q #3 - How do I request accommodation for disability with either the application or during the hiring process?

A #3 - Reasonable accommodation will be provided to applicants with disabilities who request assistance in the application and/or hiring process. Please contact the Human Resources Department by calling (951) 487-3161.

Q #4 – Do all applicants who apply get an interview?

A #4 - No, only the most qualified applicants will be interviewed for a position.

Q #5 – How do I sign up for automated notification when a new job is posted at Mt. San Jacinto College?

A #5 – After you create a profile on [NEOED](#) (also referred to as SchoolJobs or GovernmentJobs), you can sign up to receive automated email notifications when a new job is posted at our college and it’s in the job category you’ve selected. Go to the [Job Categories](#) web page on our job board, and follow the steps to sign up.

Q #6 - What if I am a student seeking student employment on campus?

A #6 – To access student jobs online, select [Student Workforce Program \(SWP\)](#) . These applications are accepted only for jobs that are posted on this job board. Applications which meet the required minimum qualifications are kept on file for 4-months from the date the District verifies the applicant’s qualifications. Departments that are hiring student workers will post their positions on the Student Workforce Program page of our job board.

If you have questions specific to financial aid, you will need to contact the Financial Aid department at 951-639-5242 to find out if you are eligible for student employment or visit the [Financial Aid web page](#) for additional resources.

Q #7 - Is MSJC an equal opportunity employer?

A #7 – Yes, MSJC does not discriminate on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

Human Resources is required to maintain a file which will yield the composition of the applicant flow. A Confidential Data Form is provided with the application for this purpose. Completing and returning the form is voluntary. The form will be detached from the application and will not be used as part of the selection process nor will it be seen by the selection committee.

Q #8 - What if I am not available to participate in a required interview or test on the date it is scheduled?

A #8 - If you are unable to attend the interview or test, your application will no longer be considered for the position. We do not offer alternate test or interview dates. This includes oral exams, which is a formal, face-to-face interview.

Q #9 - What is a letter of interest or cover letter and to whom should it be addressed to?

A #9- A letter of interest highlights your qualifications (e.g., relevant experience, skills, training, certification, and education) for the position. The letter may be addressed to the Recruitment Committee and must be attached to your online application.

Q #10 - What are the minimum qualifications to teach in a specific discipline?

A #10 - Detailed information regarding minimum qualifications can be found on the [Chancellor's Handbook California Community Colleges Minimum Qualifications](#).

Q #11 - What if I don't meet the minimum qualifications to teach in a desired discipline, but feel that I possess the equivalent of those qualifications?

A #11 - You may [petition for equivalency](#). Detailed instructions regarding the equivalency process are listed on each applicable job posting and can be found on the Academic Equivalency tab on the Human Resources webpage.

Q #12 - What is the difference between a curriculum vitae (CV) and a resume?

A #12 - "Curriculum vitae" is a term frequently used in higher education and "resume" is more common in most other industries. Both are a summary of your education, skills, work experience, publications, etc.

Q #13 - What is the application process for Part-Time Associate Faculty?

A #13 - We accept applications on an on-going basis in order to establish a pool of qualified candidates. To be considered, an applicant must submit a completed Employment Application through our online portal. Applications for qualified applicants are kept on file for a period of 6-months. The qualified applicant may be contacted directly by a Dean of Instruction or Department Chair for an interview.

Q #14 – What's the maximum number of hours I will be allowed to work as an Associate Faculty member?

A #14 – In accordance with the California Education Code, an Associate Faculty member is allowed to teach a maximum of 67% of a full-time load. Non-Teaching Associate Faculty may work a maximum of 23.5 hours per week.

Q #15 – How are the qualifications determined for fee based and non-credit instructor positions?

A #15 – Fee Based Instructors are required to have some related professional experience and/or related educational experience in the discipline they teach. Non-Credit Instructors need to meet a variety of minimum qualifications which all require at least a Bachelor's degree in the discipline. Detailed information regarding minimum qualifications can be found on the [Chancellor's Handbook California Community Colleges Minimum Qualifications](#).

Q #16 - What should I do if I still have questions?

A #16 - If you have additional questions that have not been addressed here, please contact the Human Resources Office at 951-487-3161.

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