LOOKING FOR A JOB

STUDENT ASSISTANT (SA) EMPLOYMENT

Student Assistant (SA) employment is not a financial aid program. Student Assistant (SA) employment allows enrolled Montgomery College students who are U.S. Citizens, Permanent Residents, and F-1 Visa Holders the opportunity to seek temporary employment in academic, administrative and support services offices on-campus.

If you are interested in working as a Student Assistant (SA) employee on-campus, you will no longer need to make an appointment to see a Student Employment Specialist in the Financial Aid Office as part of the employment process.

If you are an F-1 Visa holder or International Student with a different visa type, you must see the International Student Coordinator to obtain permission to work on-campus. Once permission is granted you will follow the steps below.

If you do not have a Social Security Number, the International Student Coordinator will provide you with special instructions on what to do in order to work on-campus.

If you are a U.S. Citizens or Permanent Residents you do not need permission to work on-campus so move to step one below.

The following steps will assist you in seeking employment on-campus:

1. You must register with MC eJobs to gain access to the online job listings.
    a. Go to Montgomery College webpage.
    b. "click on" Counseling & Advising
    c. "click on" Employment Services & MC eJobs
    d. "click on" Students / Alumni register at MC eJobs
    e. "click on" Register

2. Once you are "registered" with MC eJobs you will be given access to the job listings. You will do the following in order to secure a job offer from a hiring supervisor:
    a. View the online job listings.
    b. Note positions you are interested in pursuing
    c. Schedule an appointment with the hiring supervisor for an interview.

3. If job offer is made by hiring supervisor.
    a. You will complete the Human Resources paperwork with the hiring supervisor.
    b. The hiring supervisor will contact you with a start date.

4. START WORKING