

How to hire a Federal Work Study (FWS) student

Eligible employers/supervisors are permanent Mt. SAC staff and faculty (excluding adjuncts)



COMPLETE SUPERVISOR ORIENTATION

Required for all supervisors for each year they would like to participate in the FWS program.

POST FWS JOBS ON HANDSHAKE

Contact Zach McClellan at the Career Center if you need assistance. (909) 274-5638.



SCREEN JOB APPLICANTS

Interview the students who apply to your Handshake job posting.

SUBMIT FWS HIRING FORM

Once received, the Financial Aid Office will send your student the onboarding hiring forms.



SIGN FWS CONTRACT

Student, supervisor, and dept manager/dean will receive an email to sign the FWS contract.

STUDENT APPROVED TO START!

Once all FWS docs are collected, official email will be sent. Student is approved to start!



Financial Aid



Find more info on our websites or contact us for questions!

Financial Aid

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Career Center

